# CJP Online User Manual (Public Users)

Version 1.0

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# 1 Purpose of the Document

This document is prepared to guide users on how to use the Malaysia Customs CJP Online System (CJP Online). This is a step-by-step tour procedure, for the purpose of giving users the look and feel of the final product.

# 2 Available Menu in the CJP Online System

Following are the available menu in the system:

| No | Menu Level 1 | Menu Level 2 | Menu Level 3 | Description /Remark |
|---|---|---|---|---|
| 1 | Home | | | First page you visited after you login. |
| 2 | Company Information | Company Profile | | To view the company profile and available valid license for this company for Tax Return submission. |
| 3 | User Information | User Profile | | To allow user to change password |
| 4 | Sales Tax | Sales Tax License | | To view your sales Tax license information and available Tax schedule for submission. |
| | | Tax Return Maintenance | Tax Return (Draft) | To view your saved Draft Status Sales Tax submission |
| | | | Tax Return (Submitted) | To view your saved Submitted Status Sales Tax submission that ready for payment. |
| | | | Tax Return (Paid) | To view your Paid Status Sales Tax submission. |
| | | Payment | Payment Request | To select all the Sales Tax submission for online payment. |
| | | | Payment Status/History | To view the status and detail of your online payment. |
| | | | Payment Receipt | To print the receipt for the payment you have made. |
| | | Exemption | CJ10 Credit Application | To apply for CJ10 credit deduction |

| | | | | |
|---|---|---|---|---|
| | | | | before submitting Sales Tax Return. |
| | | Exemption Maintenance | Exemption (Saved) | To retrieve saved CJ10 Credit application for submission |
| | | | Exemption (Applied) | To view applied CJ10 Credit application |
| | | | Exemption (Approved/Rejected) | To view the status of the CJ10 Credit application. |
| 5 | Service Tax | Service Tax License | | To view your Service Tax license information and available Tax schedule for submission. |
| | | Tax Return Maintenance | Tax Return (Draft) | To view your saved Draft Status Service Tax submission |
| | | | Tax Return (Submitted) | To view your saved Submitted Status Service Tax submission that ready for payment. |
| | | | Tax Return (Paid) | To view your Paid Status Service Tax submission. |
| | | Penalty | Penalty Status | |
| | | | Installment Status | |
| | | Exemption | CJ10 Credit Application | |
| | | Exemption Maintenance | Exemption(Saved) | |
| | | | Exemption(Applied) | |
| | | | Exemption(Approved/Reject) | |
| | | Payment | Payment Request | To select all the Service Tax submission for online payment. |
| | | | Payment Status/History | To view the status and detail of your online payment. |
| | | | Payment Receipt | To print the receipt for the payment you have made. |
| | | | | |
| | | | | |
| | | | | |
| 6 | User Administration | User Registration | | To register new user in the system. Only |

| | | | | |
|---|---|---|---|---|
| | | | | user with Administrator Level able to access to this function. |
| | | List of Users | | To reset user password, to update user information, to deactivate and to activate user information. Only user with Administrator Level able to access to this function. |
| 7 | Logout | | | To logout from the system. |

# 3 Procedure to Login to CJP Online System

1. Open the Windows Internet Explorer, Type the URL address https://cjponline.customs.gov.my/ to access to CJP Online system. To login to the CJP Online system, click Login button (Figure 1.1) on the left hand side menu and a pop-up window (Figure 1.2) will be displayed.

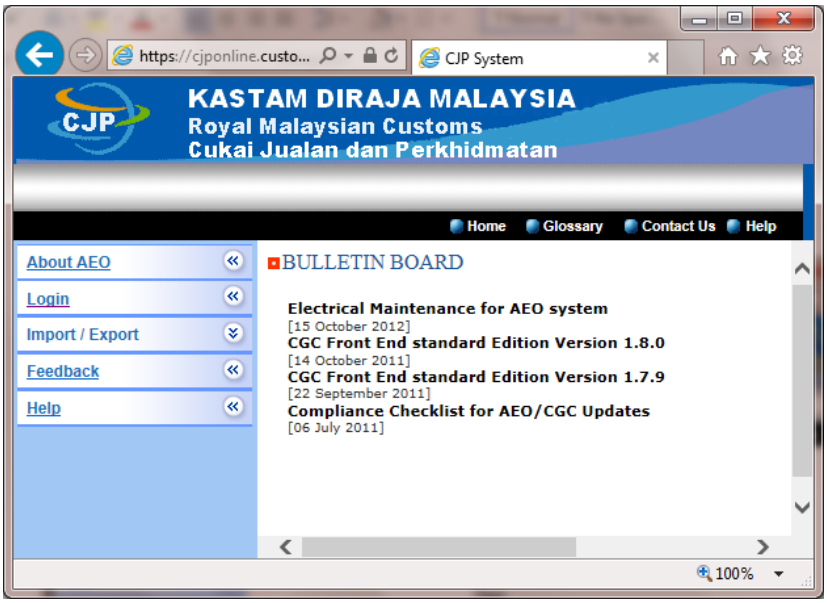



Figure 1.1 - CJP Online Homepage

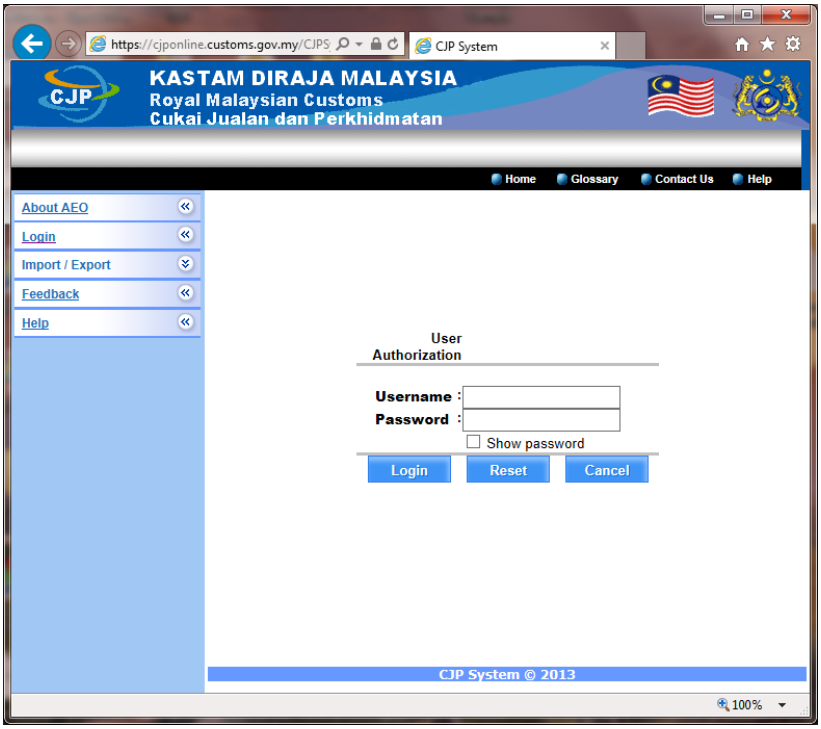



Figure 1.2 - CJP Online User Login

2. The user will be directed to the CJP Online main page (https) (Figure 1.3 – 1.4) by key in correct user name, password (Please obtain your User name from ***Jabatan Kastam Diraja Malaysia***).

   Current Menu Level - > Home

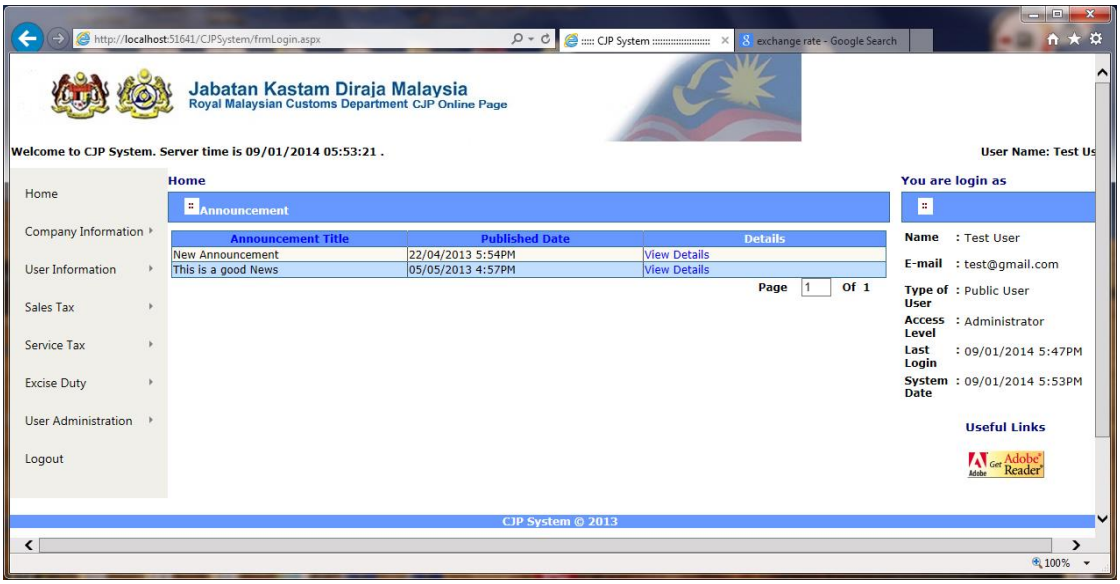



Figure 1.3 - CJP Online Main page (Company administrator user only)

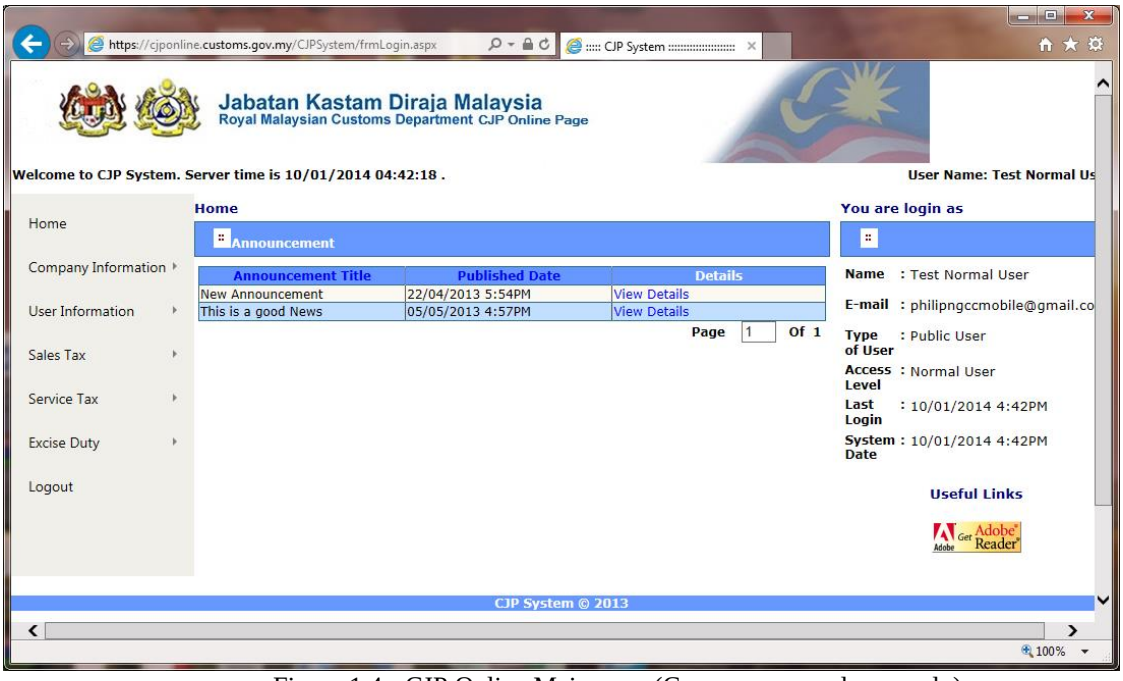



Figure 1.4 - CJP Online Main page (Company normal user only)

# 4 To View Available Active License for the Company

1. Click Menu [***Company Information***]-> [***Company Profile***]. (Figure 2.1)

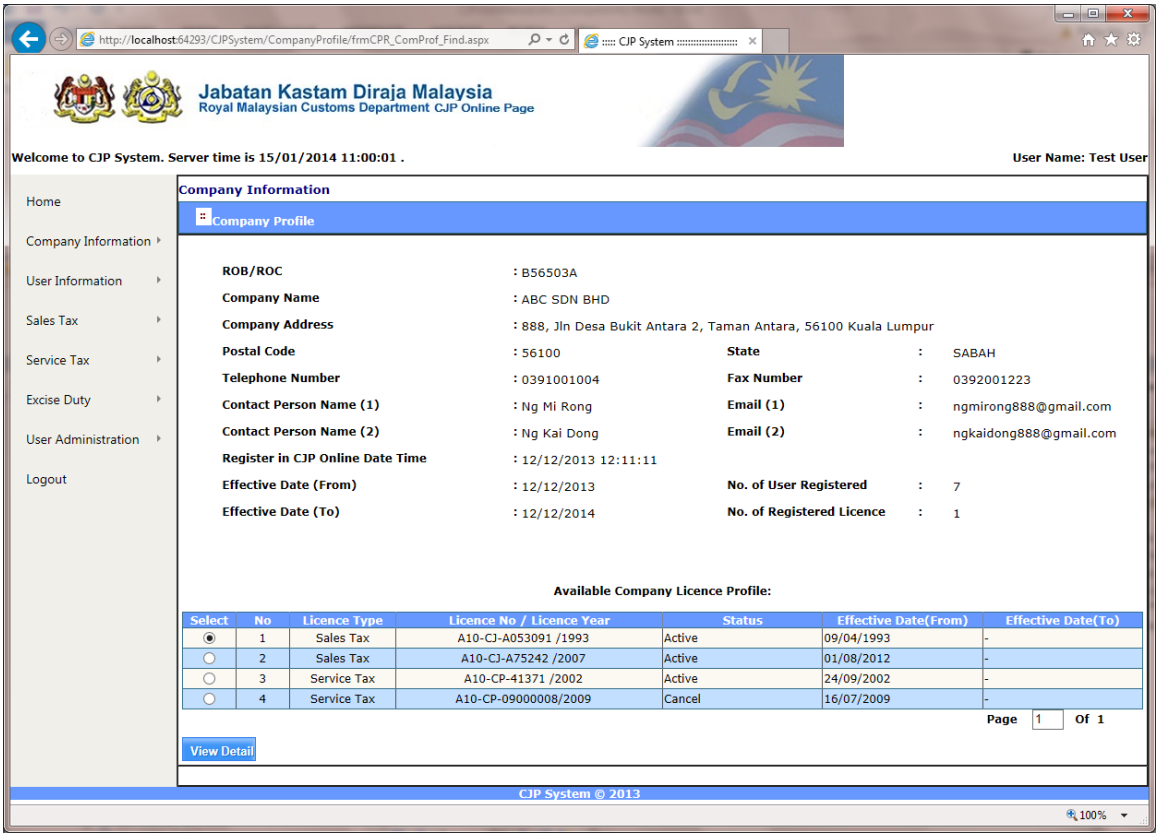

http://localhost:64293/CJPSystem/CompanyProfile/frmCPR_ComProf_Find.aspx
CJP System
Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 15/01/2014 11:00:01 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Company Information
Company Profile
ROB/ROC : B56503A
Company Name : ABC SDN BHD
Company Address : 888, Jln Desa Bukit Antara 2, Taman Antara, 56100 Kuala Lumpur
Postal Code : 56100
State : SABAH
Telephone Number : 0391001004
Fax Number : 0392001223
Contact Person Name (1) : Ng Mi Rong
Email (1) : ngmirong888@gmail.com
Contact Person Name (2) : Ng Kai Dong
Email (2) : ngkaidong888@gmail.com
Register in CJP Online Date Time : 12/12/2013 12:11:11
Effective Date (From) : 12/12/2013
No. of User Registered : 7
Effective Date (To) : 12/12/2014
No. of Registered Licence : 1
Available Company Licence Profile:
Select | No | Licence Type | Licence No / Licence Year | Status | Effective Date(From) | Effective Date(To)
1 | Sales Tax | A10-CJ-A053091 /1993 | Active | 09/04/1993 | -
2 | Sales Tax | A10-CJ-A75242 /2007 | Active | 01/08/2012 | -
3 | Service Tax | A10-CP-41371 /2002 | Active | 24/09/2002 | -
4 | Service Tax | A10-CP-09000008/2009 | Cancel | 16/07/2009 | -
Page 1 Of 1
View Detail
CJP System © 2013
100%

Figure 2.1 – Company Profile page

2. To view the license, please select the radio button of the licence you want to view. Click ***[View Detail]*** button to display the license information.

# 5 Sales Tax

## 5.1 To View Sales Tax License Information and Sales Tax Return Schedule

1. Click Menu [***Sales Tax***]-> [***Sales Tax Licence***]. (Figure 2.2)

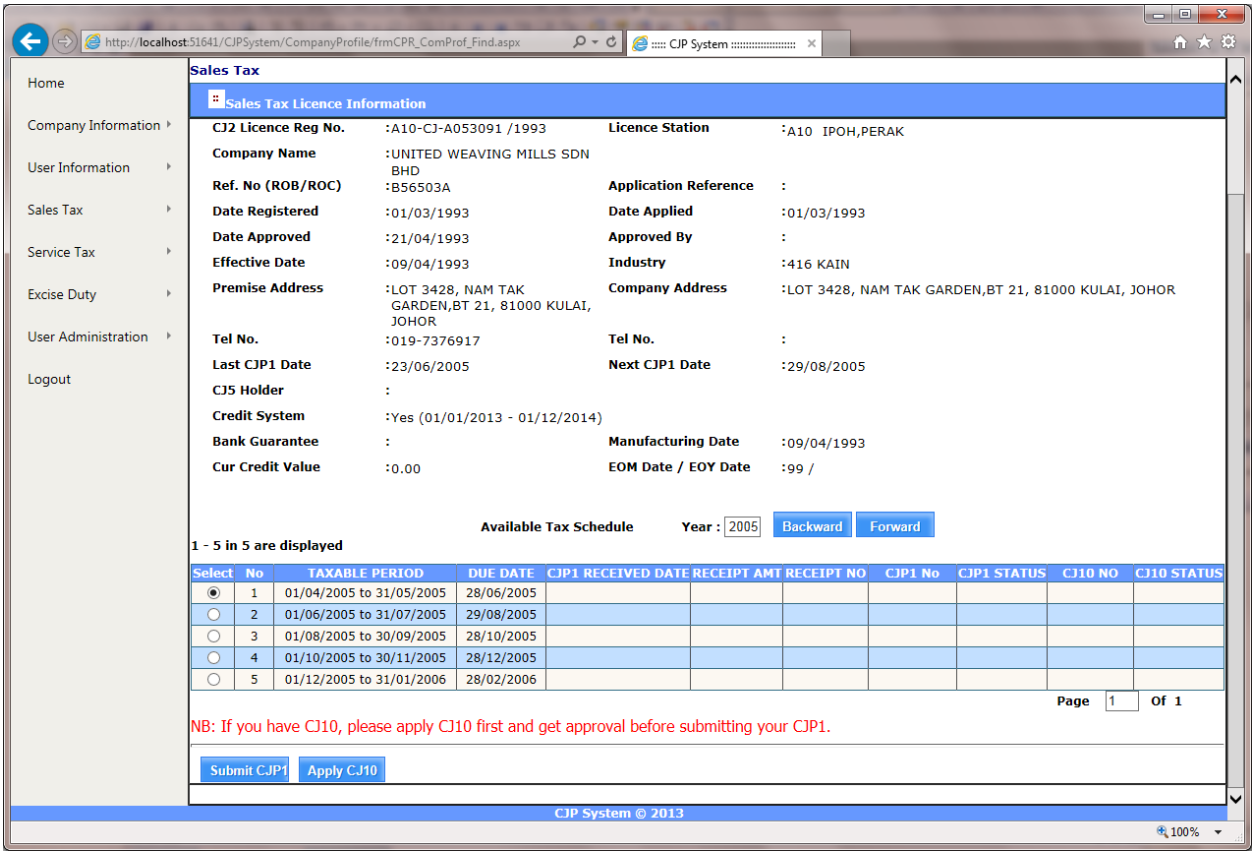

Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Sales Tax
Sales Tax Licence Information
CJ2 Licence Reg No. :A10-CJ-A053091 /1993
Licence Station :A10 IPOH,PERAK
Company Name :UNITED WEAVING MILLS SDN BHD
Ref. No (ROB/ROC) :B56503A
Application Reference :
Date Registered :01/03/1993
Date Applied :01/03/1993
Date Approved :21/04/1993
Approved By :
Effective Date :09/04/1993
Industry :416 KAIN
Premise Address :LOT 3428, NAM TAK GARDEN,BT 21, 81000 KULAI, JOHOR
Company Address :LOT 3428, NAM TAK GARDEN,BT 21, 81000 KULAI, JOHOR
Tel No. :019-7376917
Tel No. :
Last CJP1 Date :23/06/2005
Next CJP1 Date :29/08/2005
CJ5 Holder :
Credit System :Yes (01/01/2013 - 01/12/2014)
Bank Guarantee :
Manufacturing Date :09/04/1993
Cur Credit Value :0.00
EOM Date / EOY Date :99 /
Available Tax Schedule
Year : 2005
Backward
Forward
1 - 5 in 5 are displayed
Select | No | TAXABLE PERIOD | DUE DATE | CJP1 RECEIVED DATE | RECEIPT AMT | RECEIPT NO | CJP1 No | CJP1 STATUS | CJ10 NO | CJ10 STATUS
1 | 01/04/2005 to 31/05/2005 | 28/06/2005
2 | 01/06/2005 to 31/07/2005 | 29/08/2005
3 | 01/08/2005 to 30/09/2005 | 28/10/2005
4 | 01/10/2005 to 30/11/2005 | 28/12/2005
5 | 01/12/2005 to 31/01/2006 | 28/02/2006
Page 1 Of 1
NB: If you have CJ10, please apply CJ10 first and get approval before submitting your CJP1.
Submit CJP1
Apply CJ10
CJP System © 2013

Figure 2.2 – Sales Tax License Information

2. Click the [Backward] and [Forward] button to navigate through the available Tax Schedule

## 5.2 To Apply CJ10 Credit System Application for Sales Tax Return

1. Click Menu [***Sales Tax***]-> [***Sales Tax Licence***]. (Figure 2.2) or go to menu [***Sales Tax***]-> [Exemption]-> [CJ10 Credit Application].
2. You are allowed to apply CJ10 Credit Deduction if your Licence have Credit System enable and it is still active (Not expire). In the sample above (Figure 2.2) you will see Credit System is "*Yes (01/01/2013 – 01/12/2014)"*
3. Select the radio button of the. Click ***[Apply CJ10]*** button to apply for CJ10 Credit Deduction. (Figure 2.3)

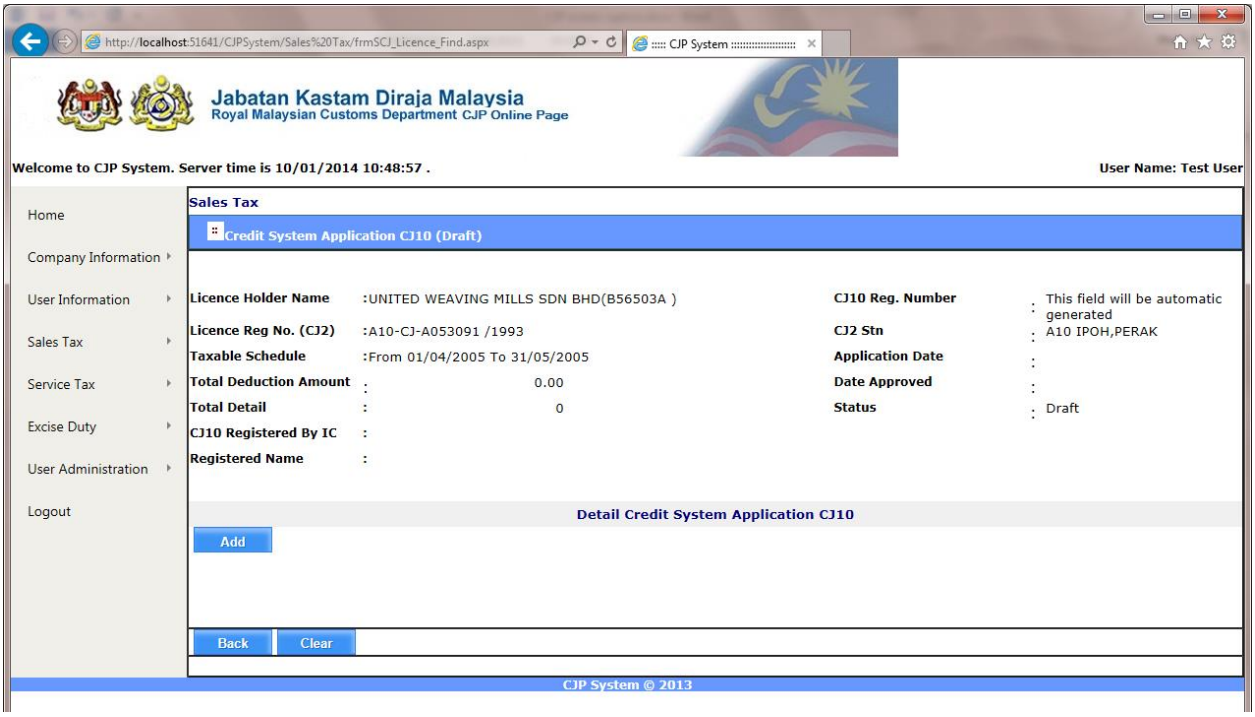



Figure 2.3 – CJ10 Credit System Application Screen

4. Press the [Add] button to create the detail (Figure 2.3)

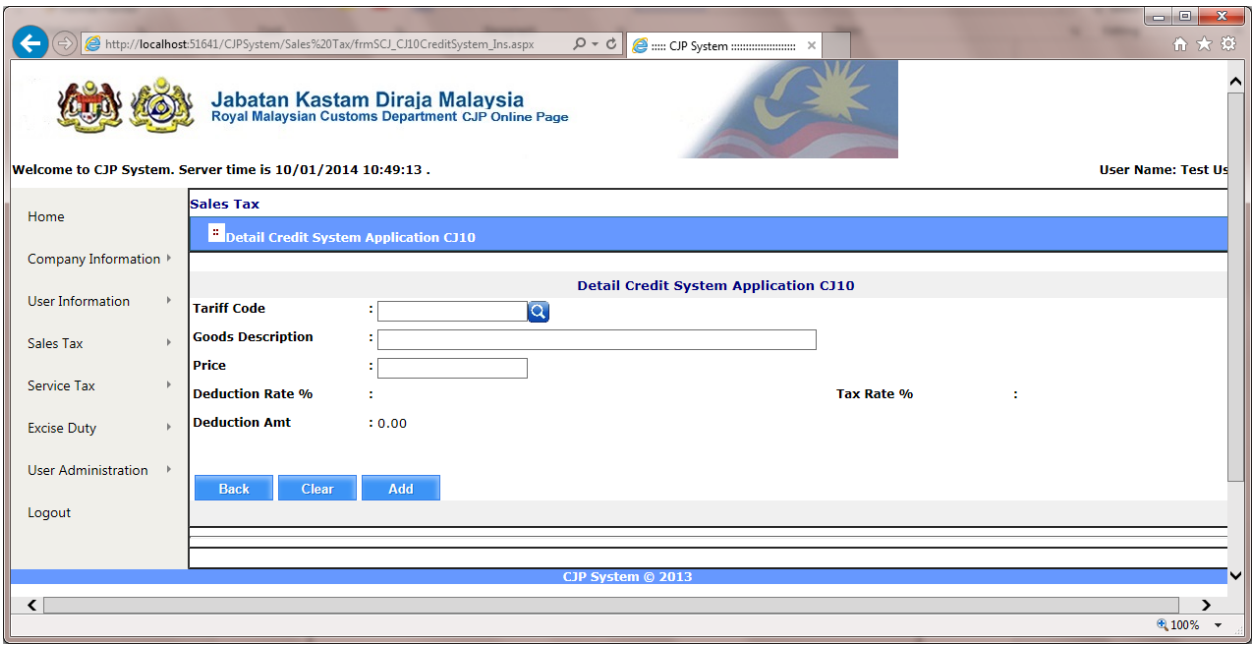



Figure 2.4 – CJ10 Credit System Detail Screen

5. Please fill in the detail information for CJ10 (Figure 2.4) before pressing the [Add] button. Following are the field description and criteria:-

| No | Field Name | Type | Size | Mandatory | Condition (Example) |
|---|---|---|---|---|---|
| 1 | Tariff Code | Numeric | 10 | Yes | Must be a valid Tariff code<br>Eg: 7318150020 |
| 2 | Goods Description | Alphanumeric | 70 | No | |
| 3 | Price | Decimal | 11,2 | Yes | With no more than two decimal places and must be more than 0.<br>Maximum value can be entered: 999,999,999.99 |

6. Click on the magnifying glass on the right side of Tariff Code to search for frequently used added Tariff Code. (Figure 2.5)

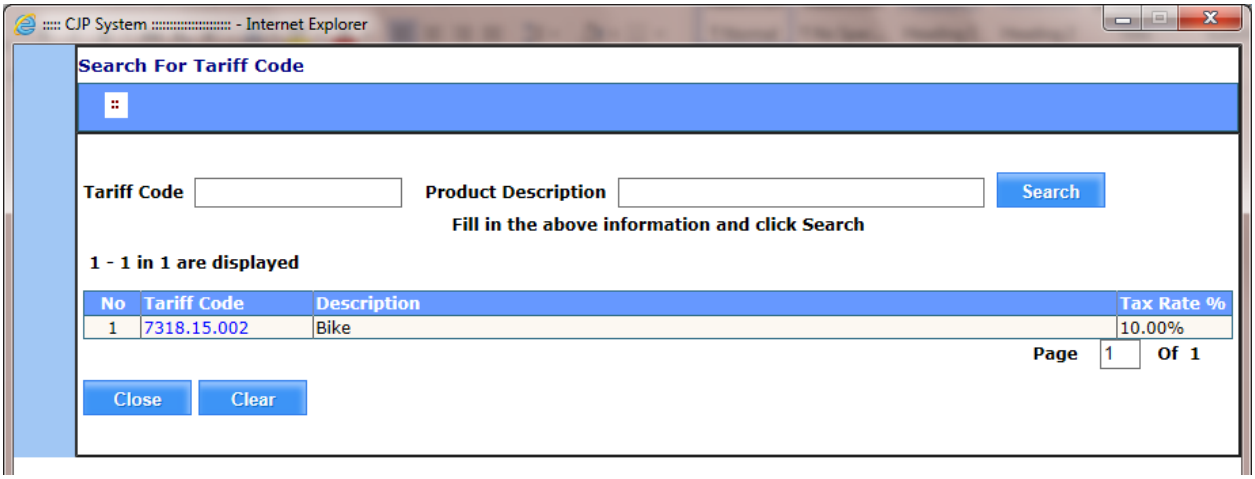



Figure 2.5–Tariff Code Search Screen

Following are the field description and criteria for Figure 2.5:-

| No | Field Name | Type | Size | Mandatory | Remark (Example) |
|---|---|---|---|---|---|
| 1 | Tariff Code | Numeric | 10 | No | Must be a valid Tariff code<br>Eg: 7318150020 |
| 2 | Product Description | Alphanumeric | 70 | No | |

7. You may search Tariff Code with the filtering criteria before pressing the [Search] button.
8. To choose the Tariff Code, click on the hyperlink at the Tariff Code column. If no result is return, press Close to return to previous screen Figure 2.4.

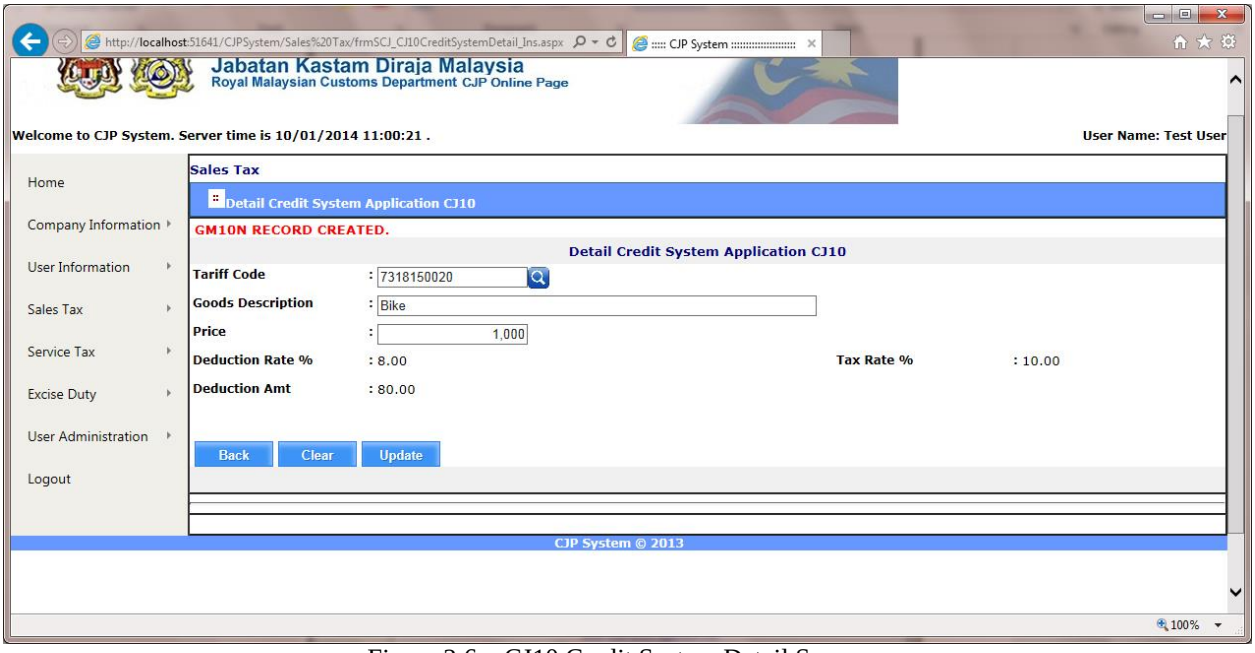



Figure 2.6 – CJ10 Credit System Detail Screen

9. After select a valid Tariff Code and key in the price and good description, click on the [Add] button at Figure 2.5 and your will see the message Record Created. If mandatory field is not enter, it will be highlighted in red. Press [Back] button to return to previous screen (Figure 2.7).

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 11:41:35 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Sales Tax
Credit System Application CJ10 (Draft)
Licence Holder Name :UNITED WEAVING MILLS SDN BHD(B56503A )
Licence Reg No. (CJ2) :A10-CJ-A053091 /1993
Taxable Schedule :From 01/04/2005 To 31/05/2005
Total Deduction Amount : 80.00
Total Detail : 1
CJ10 Registered By IC :740208145539
Registered Name :Test User
CJ10 Reg. Number : A10-900002/1401
CJ2 Stn : A10 IPOH,PERAK
Application Date : 10/01/2014
Date Approved :
Status : Draft
Detail Credit System Application CJ10
Add
Edit
Delete
1 - 1 in 1 are displayed
Select | No | Tariff Code | Good Description | Price | Deduct Percentage | Supplier Name | Tax Rate % | Amount Deducted
1 | 7318.15.002 | Bike | 1,000.00 | 8.00% | | 10.00% | 80.00
Back
Clear
Save
CJP System © 2013

Figure 2.7 – CJ10 Credit System Header Screen

10. You may edit or delete the Detail that you have entered. (Figure 2.7)

11. To submit the CJ10 application, you need to press the [Save] (Figure 2.7) and then follow by pressing the [Submit] button at Figure 2.8. A confirmation will be prompt to ask whether you want to submit the CJ10 application. Submitted CJ10 will change status from Draft to Submitted.

Figure 2.8 – To submit CJ10 Application.

12. If you decide to submit CJ10 later, draft CJ10 will appear under the menu [Sales Tax]-[Exemption Maintenance]-[Exemption (Saved)]
13. If you have submitted your CJ10, submitted CJ10 will appear under the menu [Sales Tax]-[Exemption Maintenance]-[Exemption (Applied)]
14. If your CJ10 has been approved/rejected, approved CJ10 will appear under the menu [Sales Tax]-[Exemption Maintenance]-[Exemption (Approved/Rejected)]. Figure 2.9

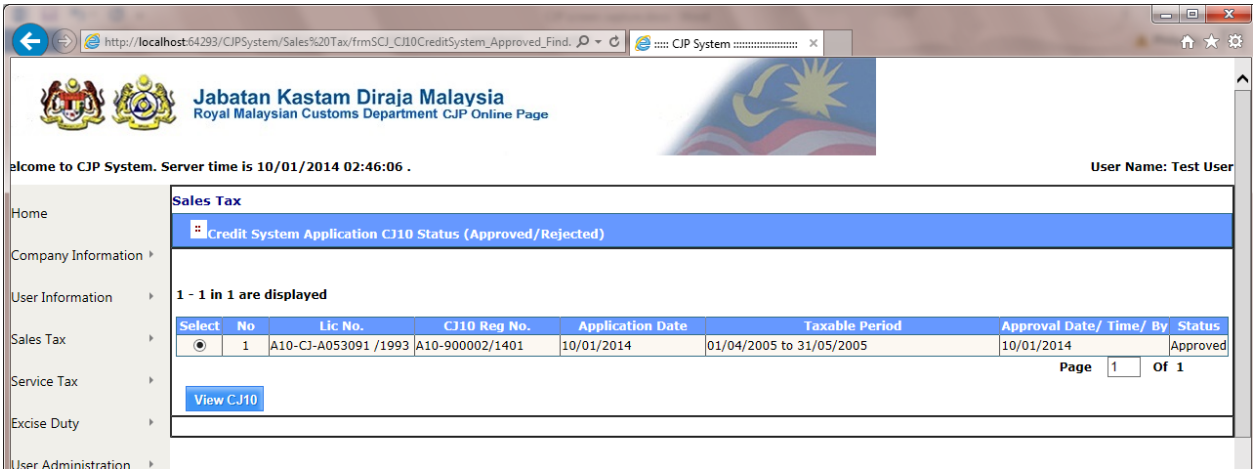


Figure 2.9 – To view status of CJP10

## 5.3 To Submit Sales Tax Return

1. Click Menu [***Sales Tax***]-> [***Sales Tax Licence***]. (Figure 3.0)

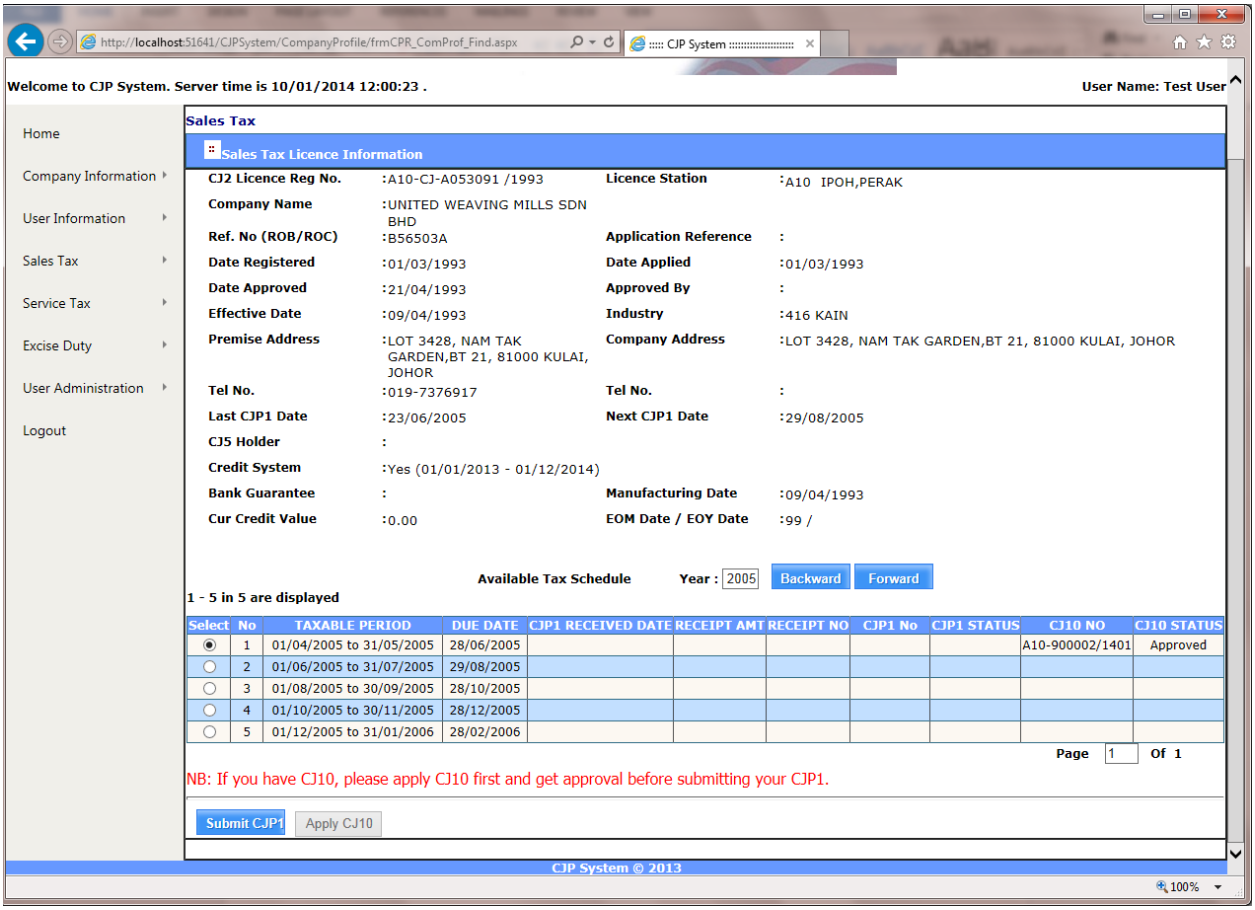

Welcome to CJP System. Server time is 10/01/2014 12:00:23 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Sales Tax
Sales Tax Licence Information
CJ2 Licence Reg No. :A10-CJ-A053091 /1993
Licence Station :A10 IPOH,PERAK
Company Name :UNITED WEAVING MILLS SDN BHD
Ref. No (ROB/ROC) :B56503A
Application Reference :
Date Registered :01/03/1993
Date Applied :01/03/1993
Date Approved :21/04/1993
Approved By :
Effective Date :09/04/1993
Industry :416 KAIN
Premise Address :LOT 3428, NAM TAK GARDEN,BT 21, 81000 KULAI, JOHOR
Company Address :LOT 3428, NAM TAK GARDEN,BT 21, 81000 KULAI, JOHOR
Tel No. :019-7376917
Tel No. :
Last CJP1 Date :23/06/2005
Next CJP1 Date :29/08/2005
CJ5 Holder :
Credit System :Yes (01/01/2013 - 01/12/2014)
Bank Guarantee :
Manufacturing Date :09/04/1993
Cur Credit Value :0.00
EOM Date / EOY Date :99 /
Available Tax Schedule
Year : 2005
Backward
Forward
1 - 5 in 5 are displayed
Select | No | TAXABLE PERIOD | DUE DATE | CJP1 RECEIVED DATE | RECEIPT AMT | RECEIPT NO | CJP1 No | CJP1 STATUS | CJ10 NO | CJ10 STATUS
1 | 01/04/2005 to 31/05/2005 | 28/06/2005 | A10-900002/1401 | Approved
2 | 01/06/2005 to 31/07/2005 | 29/08/2005
3 | 01/08/2005 to 30/09/2005 | 28/10/2005
4 | 01/10/2005 to 30/11/2005 | 28/12/2005
5 | 01/12/2005 to 31/01/2006 | 28/02/2006
Page 1 Of 1
NB: If you have CJ10, please apply CJ10 first and get approval before submitting your CJP1.
Submit CJP1
Apply CJ10
CJP System © 2013

Figure 3.0 – Sales Tax License Information

2. Select the radio button at Figure 3.0, then press the [Submit CJP1] button.
3. Please fill in the header information for Sales Tax CJP1 form (Figure 3.1), then follow by pressing the [Add] button to add the detail of the Sales Tax CJP1.

   Following are the field description and criteria for Sales Tax Header:-

| No | Field Name | Type | Size | Mandatory | Condition (Example) |
|---|---|---|---|---|---|
| 1 | Export Sales | Decimal | 11,2 | No | With no more than two decimal places and must be equal or more than 0. Maximum value can be entered: 999,999,999.99 |
| 2 | Local Sales (Exempted Goods) CJP(2) | Decimal | 11,2 | No | |
| 3 | Exempted Sales | Decimal | 11,2 | No | |
| 4 | Sales to CJ5 Holder | Decimal | 11,2 | No | |
| 5 | Total Credit Notes | Decimal | 11,2 | No | |

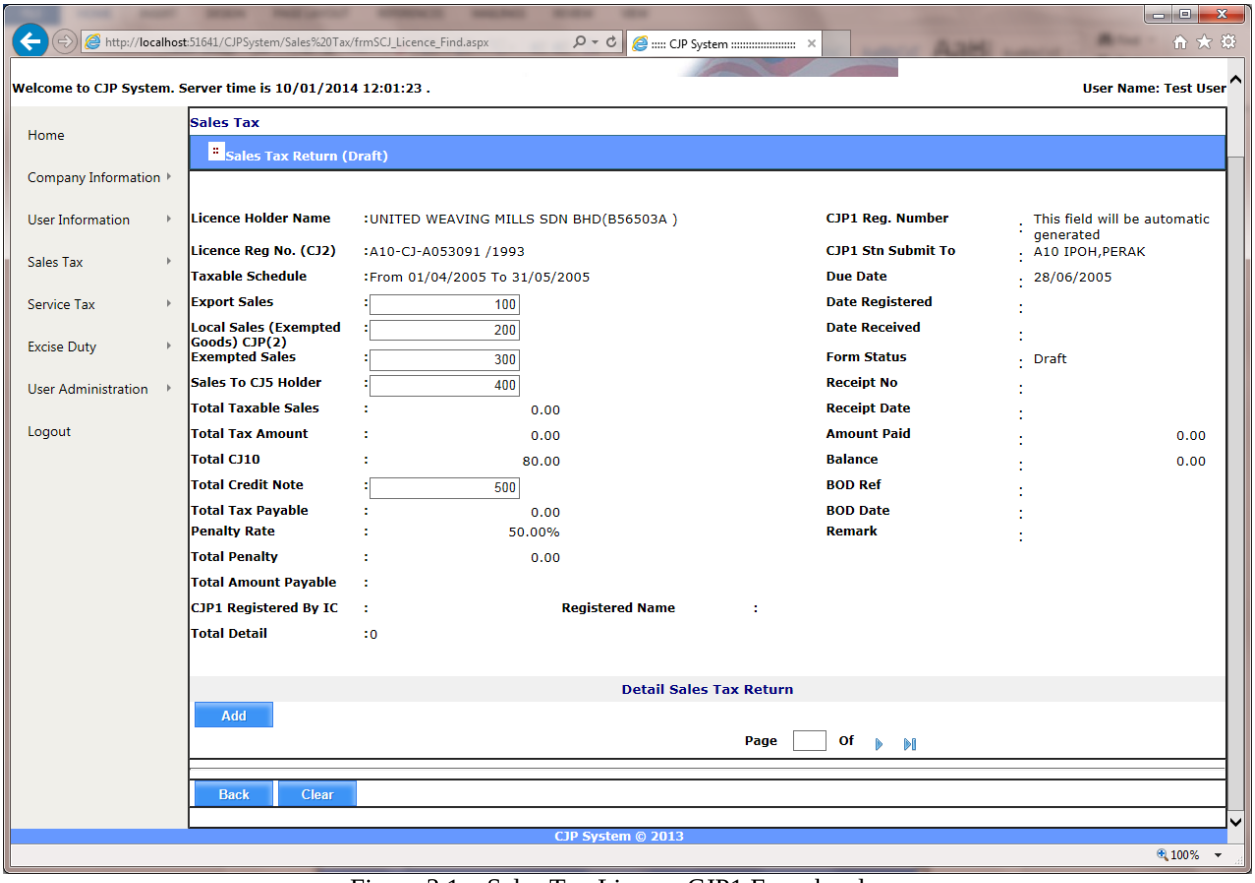



Figure 3.1 – Sales Tax License CJP1 Form header

4. Press the [Add] button to create the detail of Sales Tax Return at Figure 3.1.

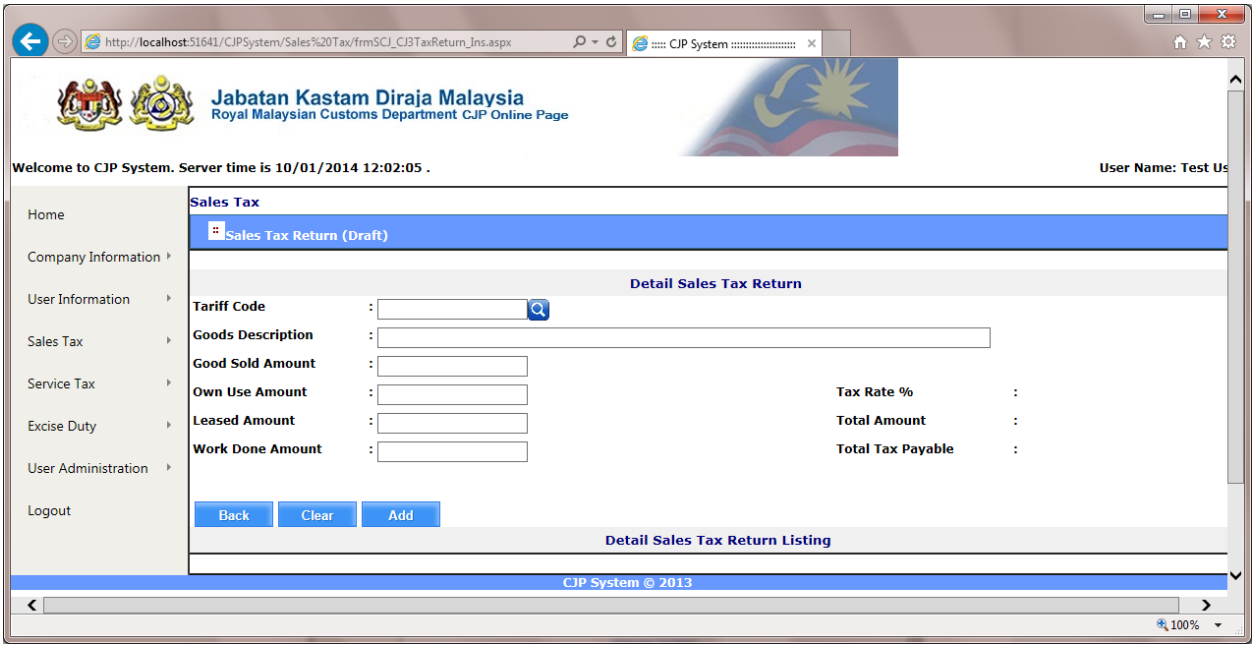



Figure 3.2 – Sales Tax License CJP1 Form detail

5. Please fill in the detail information for Sales Tax CJP1 (Figure 3.2) before pressing the [Add] button.

   Following are the field description and criteria:-

| No | Field Name | Type | Size | Mandatory | Condition (Example) |
|---|---|---|---|---|---|
| 1 | Tariff Code | Numeric | 10 | Yes | Must be a valid Tariff code<br>Eg: 7318150020 |
| 2 | Goods Description | Alphanumeric | 70 | No | |
| 3 | Good Sold Amount | Decimal | 11,2 | At least one need to have value | With no more than two decimal places and must be equal or more than 0. Maximum value can be entered: 999,999,999.99 |
| 4 | Own Use Amount | Decimal | 11,2 | | |
| 5 | Leased Amount | Decimal | 11,2 | | |
| 6 | Work Done Amount | Decimal | 11,2 | | |

6. Click on the magnifying glass on the right side of Tariff Code to search for frequently used added Tariff Code. (Figure 3.3)

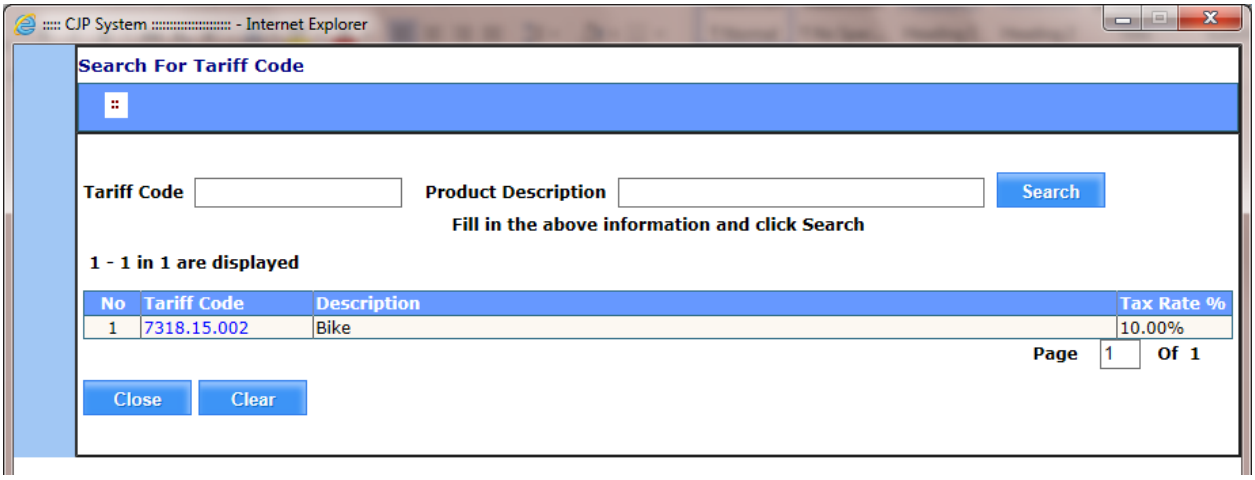



Figure 3.3–Tariff Code Search Screen

Following are the field description and criteria for Figure 3.3:-

| No | Field Name | Type | Size | Mandatory | Remark (Example) |
|---|---|---|---|---|---|
| 1 | Tariff Code | Numeric | 10 | No | Must be a valid Tariff code<br>Eg: 7318150020 |
| 2 | Product Description | Alphanumeric | 70 | No | |

7. Click on the magnifying glass on the right side of Tariff Code to search for
8. You may search Tariff Code with the filtering criteria before pressing the [Search] button.
9. To choose the Tariff Code, click on the hyperlink at the Tariff Code column. If no result is return, press Close to return to previous screen Figure 3.3.
10. After select a valid Tariff Code and key in the price and good description, click on the [Add] button at Figure 3.5 and your will see the message Record Created. If mandatory field is not enter, it will be highlighted in red (Figure 3.4). Press [Back] button to return to previous screen. (Figure 3.6). A Summary will be shown at the bottom of page.

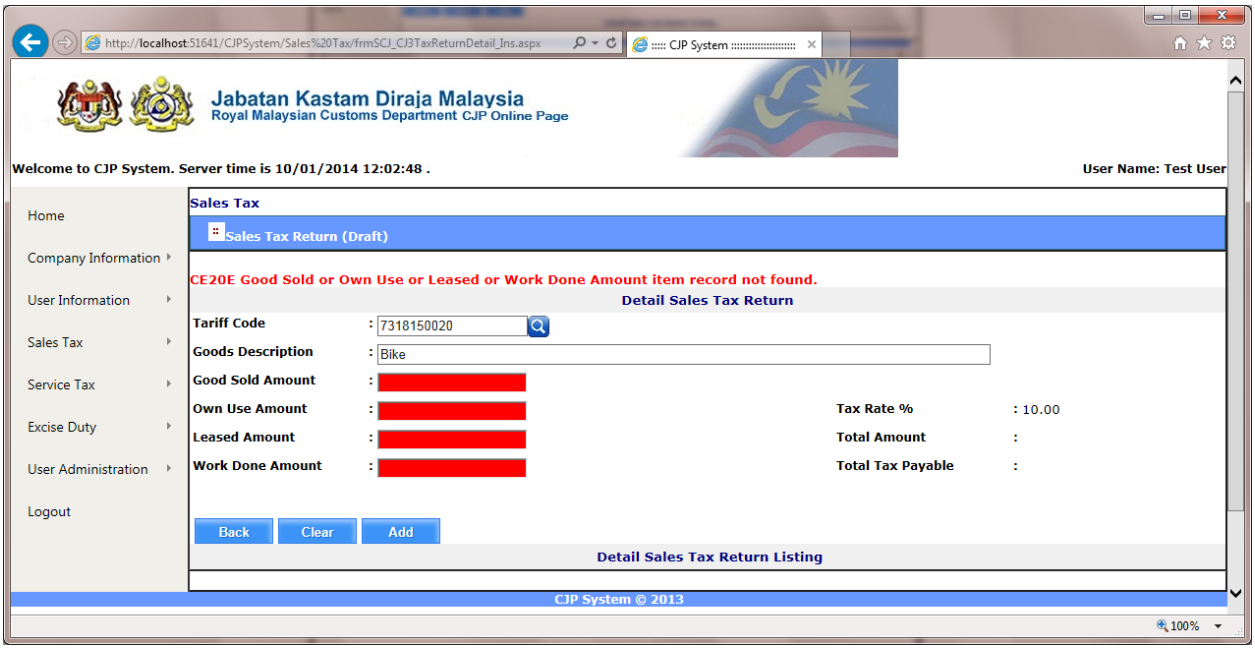



Figure 3.4–Mandatory Field for Sales Tax Return Detail

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 12:04:29 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Sales Tax
Sales Tax Return (Draft)
GM11N RECORD UPDATED.
Detail Sales Tax Return
Tariff Code : 731815002
Goods Description : Bike
Good Sold Amount : 1,000
Own Use Amount : 2,000
Leased Amount : 3,000
Work Done Amount : 4,000
Tax Rate % : 10.00
Total Amount : 10,000.00
Total Tax Payable : 1,000.00
Back
Clear
Update
Detail Sales Tax Return Listing
1 - 1 in 1 are displayed
No Tariff Code Good Description Good Sold Amt Own Use Amt Leased Amt Work Done Total Amount Tax Rate % Total Tax Payable
1 7318.15.002 Bike 1,000.00 2,000.00 3,000.00 4,000.00 10,000.00 10.00% 1,000.00
Page 1 Of 1
Total Taxable Sales : 10,000.00
Total Tax Amount : 1,000.00
CJP System © 2013

Figure 3.5– After creation of Sales Tax Return Detail

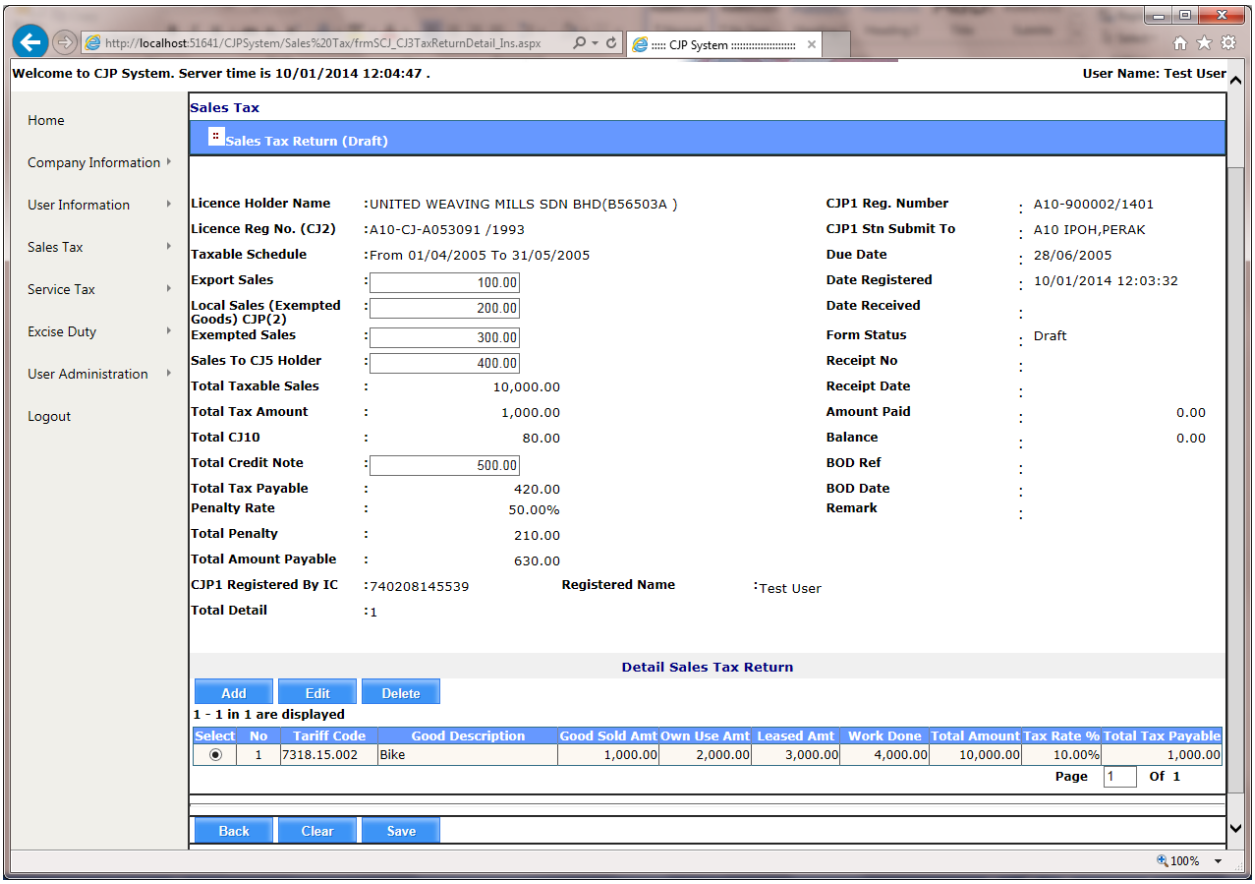

Welcome to CJP System. Server time is 10/01/2014 12:04:47 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Sales Tax
Sales Tax Return (Draft)
Licence Holder Name :UNITED WEAVING MILLS SDN BHD(B56503A )
Licence Reg No. (CJ2) :A10-CJ-A053091 /1993
Taxable Schedule :From 01/04/2005 To 31/05/2005
Export Sales : 100.00
Local Sales (Exempted Goods) CJP(2) : 200.00
Exempted Sales : 300.00
Sales To CJ5 Holder : 400.00
Total Taxable Sales : 10,000.00
Total Tax Amount : 1,000.00
Total CJ10 : 80.00
Total Credit Note : 500.00
Total Tax Payable : 420.00
Penalty Rate : 50.00%
Total Penalty : 210.00
Total Amount Payable : 630.00
CJP1 Registered By IC :740208145539
Registered Name :Test User
Total Detail :1
CJP1 Reg. Number : A10-900002/1401
CJP1 Stn Submit To : A10 IPOH,PERAK
Due Date : 28/06/2005
Date Registered : 10/01/2014 12:03:32
Date Received :
Form Status : Draft
Receipt No :
Receipt Date :
Amount Paid : 0.00
Balance : 0.00
BOD Ref :
BOD Date :
Remark :
Detail Sales Tax Return
Add
Edit
Delete
1 - 1 in 1 are displayed
Select | No | Tariff Code | Good Description | Good Sold Amt | Own Use Amt | Leased Amt | Work Done | Total Amount | Tax Rate % | Total Tax Payable
1 | 7318.15.002 | Bike | 1,000.00 | 2,000.00 | 3,000.00 | 4,000.00 | 10,000.00 | 10.00% | 1,000.00
Page 1 Of 1
Back
Clear
Save
100%

Figure 3.6– CJP1 Header for Sales Tax

11. You may edit or delete the Detail that you have entered. (Figure 3.6)
12. To submit the CJP1 Form, you need to press the [Save] (Figure 3.6) and then follow by pressing the [Submit] button at Figure 3.7. A confirmation will be prompt to ask whether you want to submit the CJP1 Form. Submitted CJP1 Form for Sales Tax it will change status from Draft to Submitted.

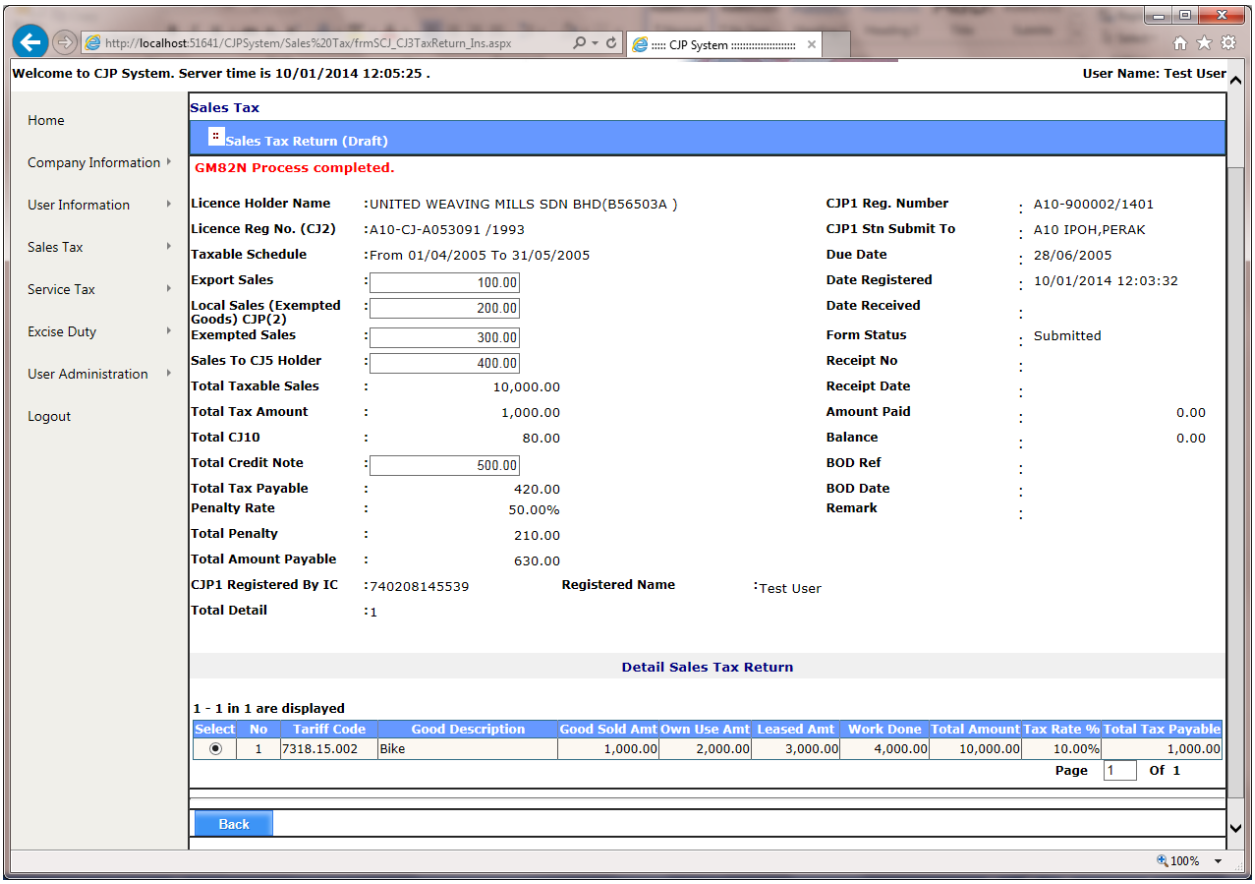

Welcome to CJP System. Server time is 10/01/2014 12:05:25 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Sales Tax
Sales Tax Return (Draft)
GM82N Process completed.
Licence Holder Name :UNITED WEAVING MILLS SDN BHD(B56503A )
Licence Reg No. (CJ2) :A10-CJ-A053091 /1993
Taxable Schedule :From 01/04/2005 To 31/05/2005
Export Sales 100.00
Local Sales (Exempted Goods) CJP(2) 200.00
Exempted Sales 300.00
Sales To CJ5 Holder 400.00
Total Taxable Sales 10,000.00
Total Tax Amount 1,000.00
Total CJ10 80.00
Total Credit Note 500.00
Total Tax Payable 420.00
Penalty Rate 50.00%
Total Penalty 210.00
Total Amount Payable 630.00
CJP1 Registered By IC :740208145539
Registered Name :Test User
Total Detail :1
CJP1 Reg. Number : A10-900002/1401
CJP1 Stn Submit To : A10 IPOH,PERAK
Due Date : 28/06/2005
Date Registered : 10/01/2014 12:03:32
Date Received :
Form Status : Submitted
Receipt No :
Receipt Date :
Amount Paid : 0.00
Balance : 0.00
BOD Ref :
BOD Date :
Remark :
Detail Sales Tax Return
1 - 1 in 1 are displayed
Select No Tariff Code Good Description Good Sold Amt Own Use Amt Leased Amt Work Done Total Amount Tax Rate % Total Tax Payable
1 7318.15.002 Bike 1,000.00 2,000.00 3,000.00 4,000.00 10,000.00 10.00% 1,000.00
Page 1 Of 1
Back
100%

Figure 3.7– To submit CJP1 form for Sales Tax

13. If you decide to submit CJP1 later, draft CJP1 will appear under the menu [Sales Tax]-[Tax Return Maintenance]-[ Tax Return (Draft)]
14. If you have submitted your CJP1, submitted CJP1 will appear under the menu [Sales Tax]-[Tax Return Maintenance]-[Tax Return (Submitted)] Figure 3.8
15. If your CJP1 has been paid, it will appear under the menu [Sales Tax]-[Tax Return Maintenance]-[Tax Return (Paid)].

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 12:07:25 .
User Name: Test Us
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Sales Tax
Sales Tax Return (Submitted)
License Available : A10-CJ-A053091 /1993
1 - 1 in 1 are displayed
Select No Lic No. CJP1 Reg No. Registered Date Taxable Period Due Date Status
1 A10-CJ-A053091 /1993 A10-900002/1401 10/01/2014 01/04/2005 to 31/05/2005 28/06/2005 Submitte
Page 1 Of 1
View CJP1
Print CJP1

Figure 3.8– Submitted CJP1 form for Sales Tax

16. To view the CJP1 form in pre-printed form, please click on the [Print CJP1] button. (Figure 3.9)

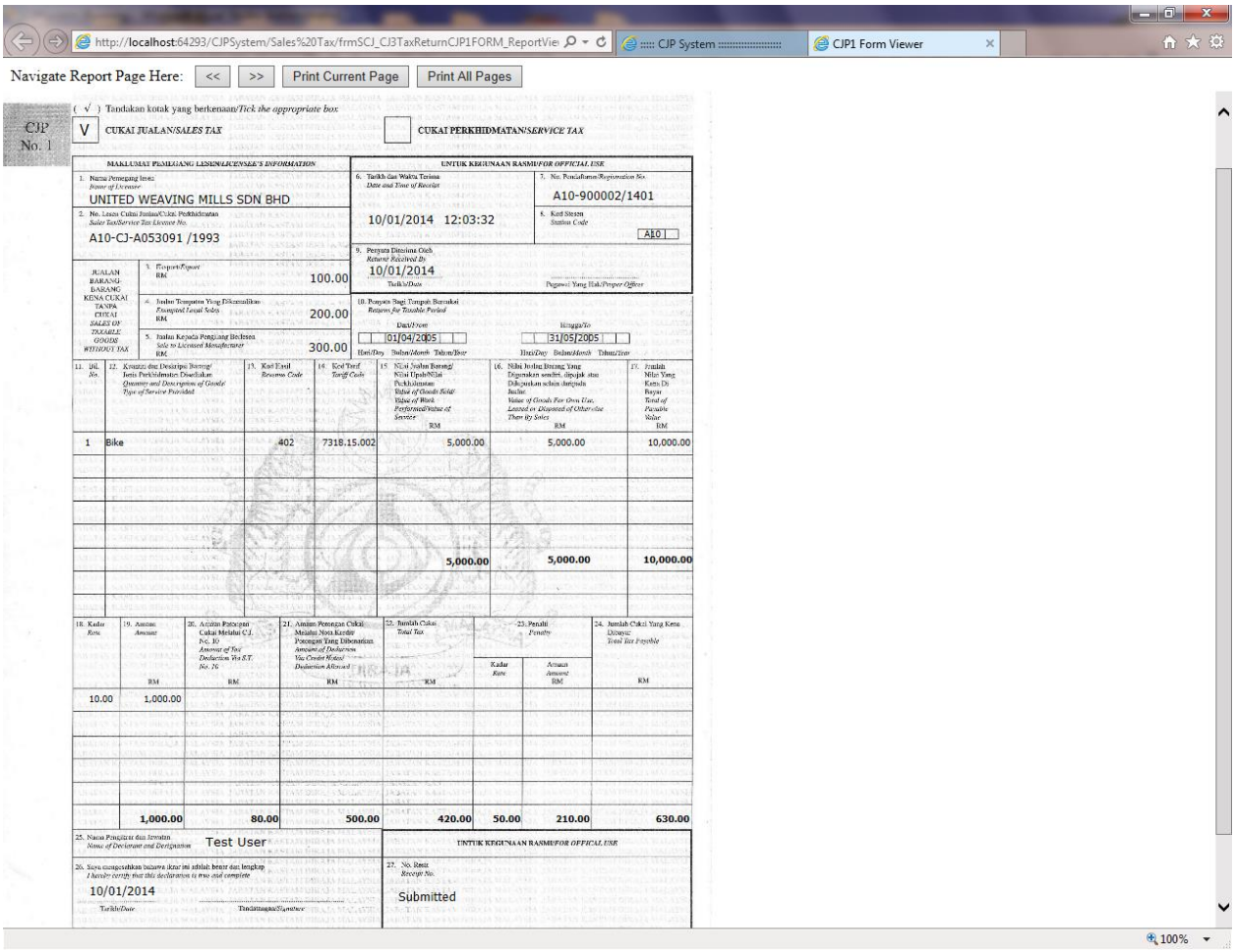
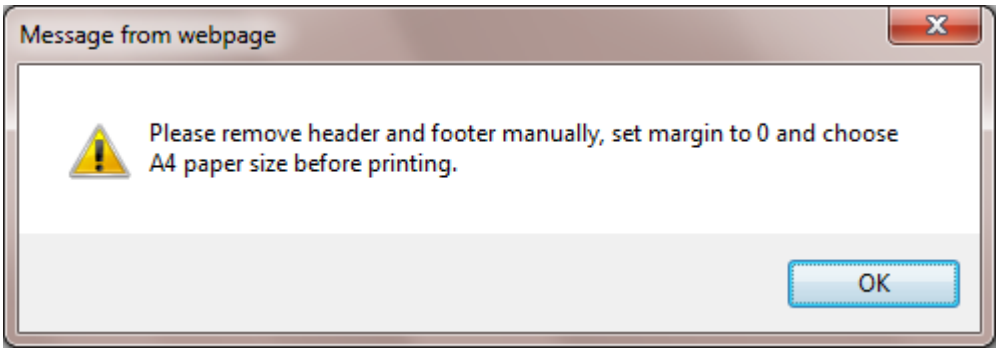



Figure 3.9–CJP1 form for Sales Tax

1. To print current page of CJP1 form, please click on the [Print Current Page] or click on [Print All Pages] to print all. For Print All Pages, you will be prompted with instruction for each pages that you need to be printed on top of the pre-printed form. System will automatically adjust 5 record per page for you to fit in the form. Please remove the browser header and footer manually, set margin to 0 and choose A4 paper size before printing the form.


Message from webpage
Please remove header and footer manually, set margin to 0 and choose A4 paper size before printing.
OK

## 5.4 To Pay the CJP1 Sales Tax Return Using Online Payment Gateway

1. If you have submitted your CJP1, submitted CJP1 will appear under the menu [Sales Tax]-[Tax Return Maintenance]-[Tax Return (Submitted) Figure 3.8
2. Select the radio button of the CJP1 form that you would like to pay and click on [View CJP1] button.

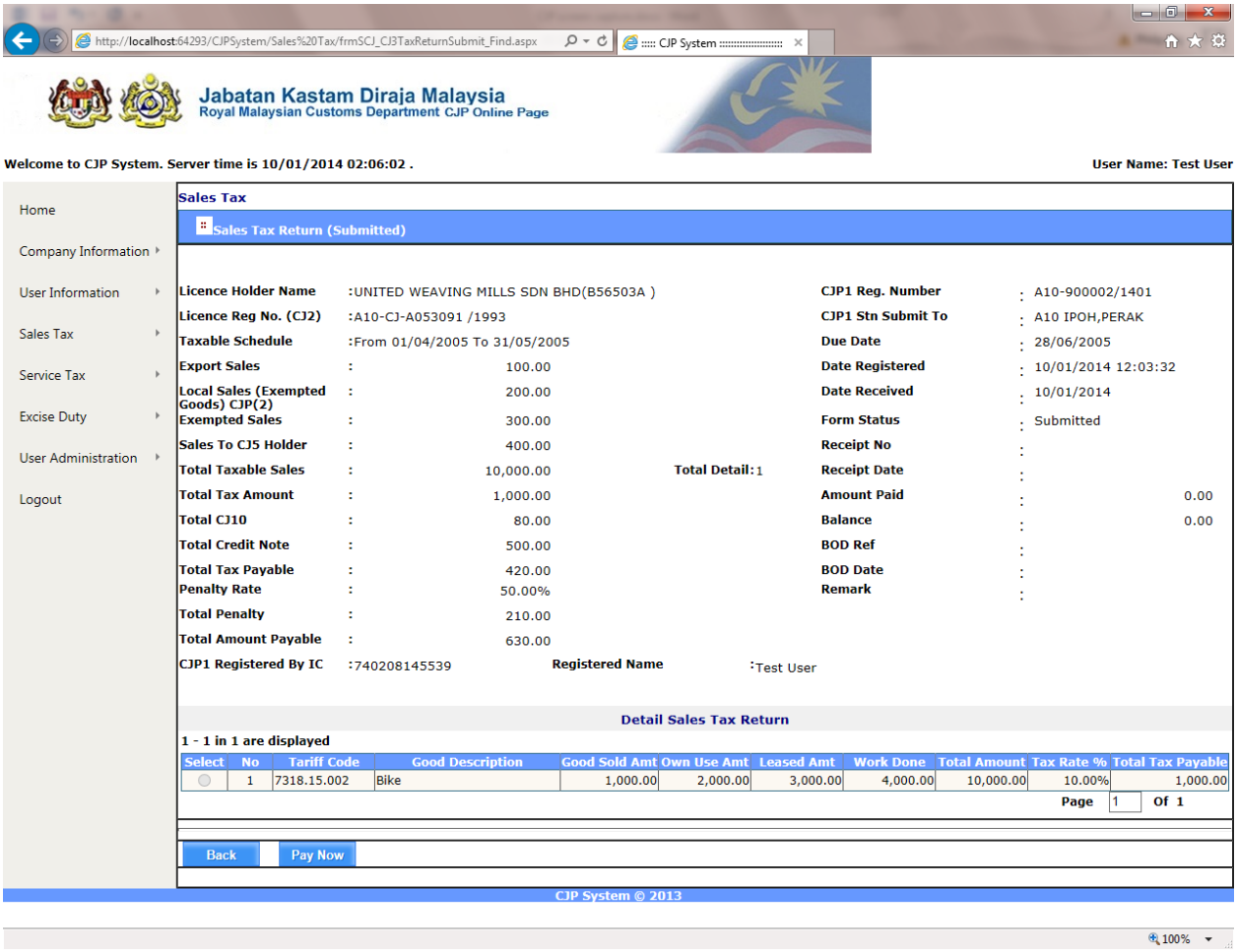

http://localhost:64293/CJPSystem/Sales%20Tax/frmSCJ_CJ3TaxReturnSubmit_Find.aspx
CJP System
Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 02:06:02 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Sales Tax
Sales Tax Return (Submitted)
Licence Holder Name :UNITED WEAVING MILLS SDN BHD(B56503A )
Licence Reg No. (CJ2) :A10-CJ-A053091 /1993
Taxable Schedule :From 01/04/2005 To 31/05/2005
Export Sales : 100.00
Local Sales (Exempted Goods) CJP(2) : 200.00
Exempted Sales : 300.00
Sales To CJ5 Holder : 400.00
Total Taxable Sales : 10,000.00
Total Tax Amount : 1,000.00
Total CJ10 : 80.00
Total Credit Note : 500.00
Total Tax Payable : 420.00
Penalty Rate : 50.00%
Total Penalty : 210.00
Total Amount Payable : 630.00
CJP1 Registered By IC :740208145539
Registered Name :Test User
Total Detail:1
CJP1 Reg. Number : A10-900002/1401
CJP1 Stn Submit To : A10 IPOH,PERAK
Due Date : 28/06/2005
Date Registered : 10/01/2014 12:03:32
Date Received : 10/01/2014
Form Status : Submitted
Receipt No :
Receipt Date :
Amount Paid : 0.00
Balance : 0.00
BOD Ref :
BOD Date :
Remark :
Detail Sales Tax Return
1 - 1 in 1 are displayed
Select | No | Tariff Code | Good Description | Good Sold Amt | Own Use Amt | Leased Amt | Work Done | Total Amount | Tax Rate % | Total Tax Payable
1 | 7318.15.002 | Bike | 1,000.00 | 2,000.00 | 3,000.00 | 4,000.00 | 10,000.00 | 10.00% | 1,000.00
Page 1 Of 1
Back
Pay Now
CJP System © 2013
100%

Figure 4.0 – CJP1 form ready for payment

3. Click on the [Pay Now] button. Make sure your CJ10 Application has been approved before you submit your CJP1 form. If CJP1 form is submitted before the CJ10 approval, the pending CJ10 application will be cancelled.

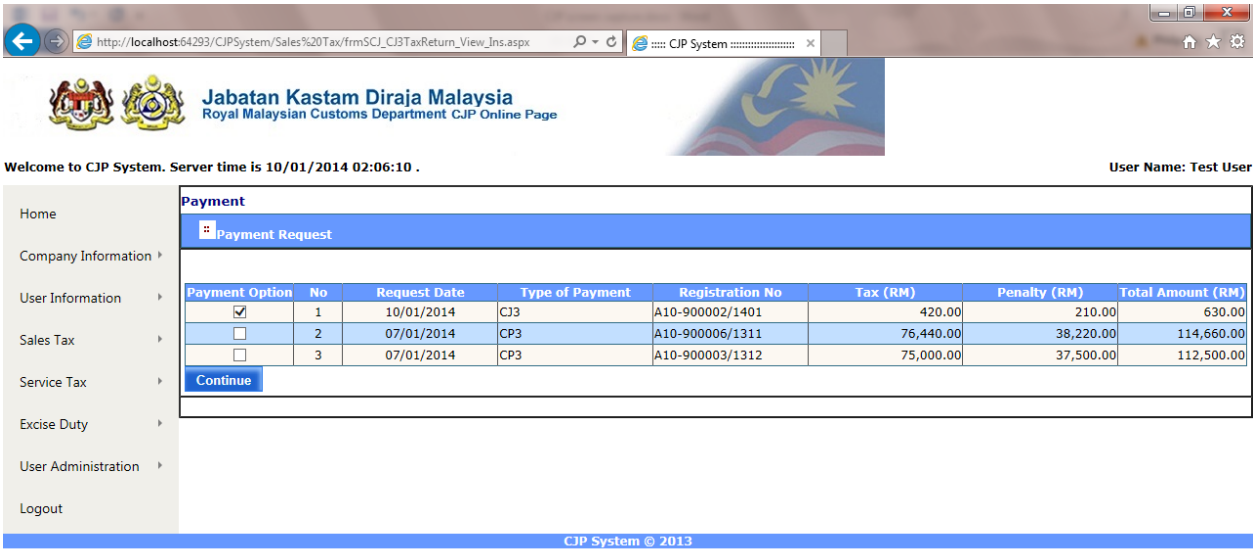



Figure 4.1 – Payment request selection

4. Tick the Form that you would like to make payment and click the [Continue] button. (Figure 4.1)

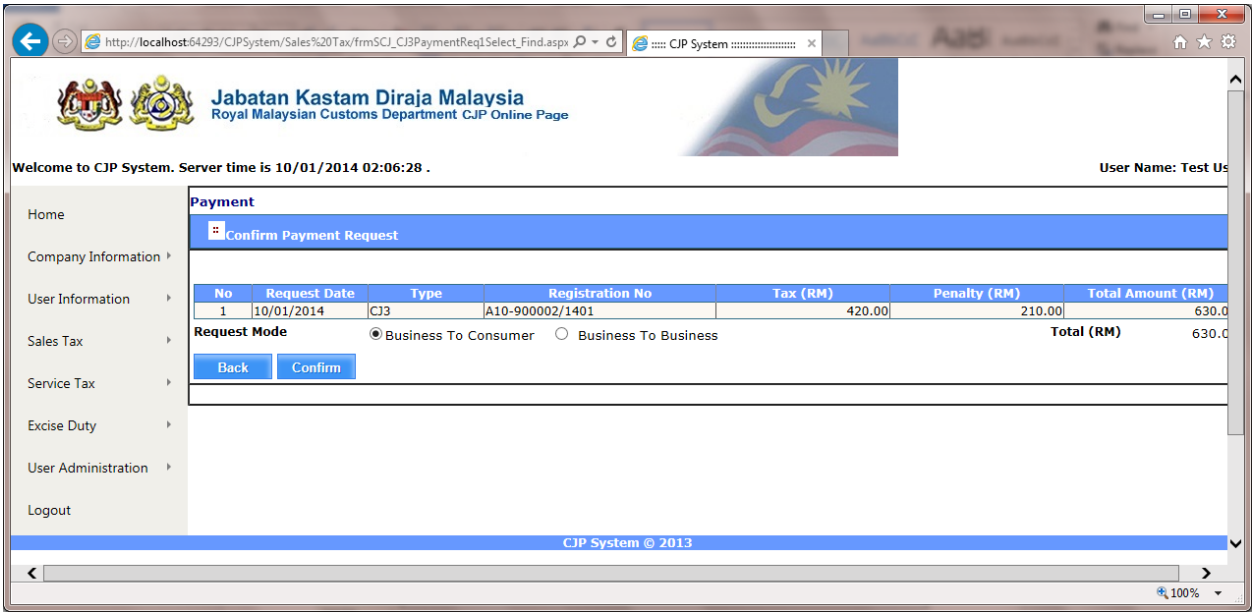



Figure 4.2 – Payment confirmation

5. Press the [Confirm] button and you will be prompt whether you are sure to proceed to online payment gateway

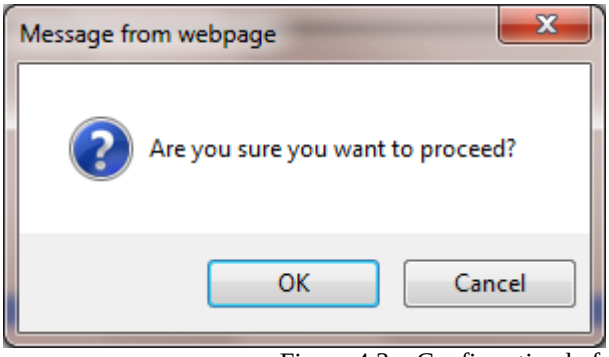



Figure 4.3 – Confirmation before proceeding to online gateway

6. Press the [Confirm] button and you will be prompt whether you are sure to proceed to online payment gateway

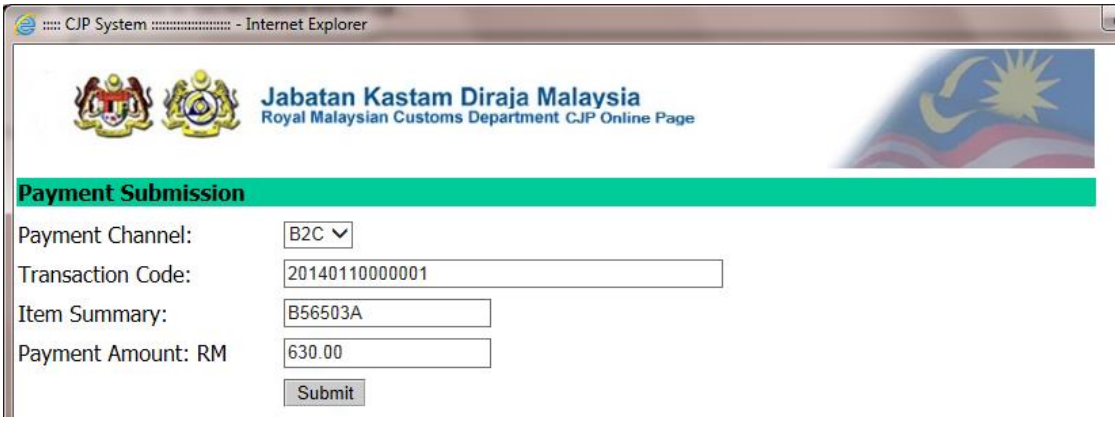



Figure 4.4 – Online Payment Gateway Step 1

7. Press the [Submit] button to continue.

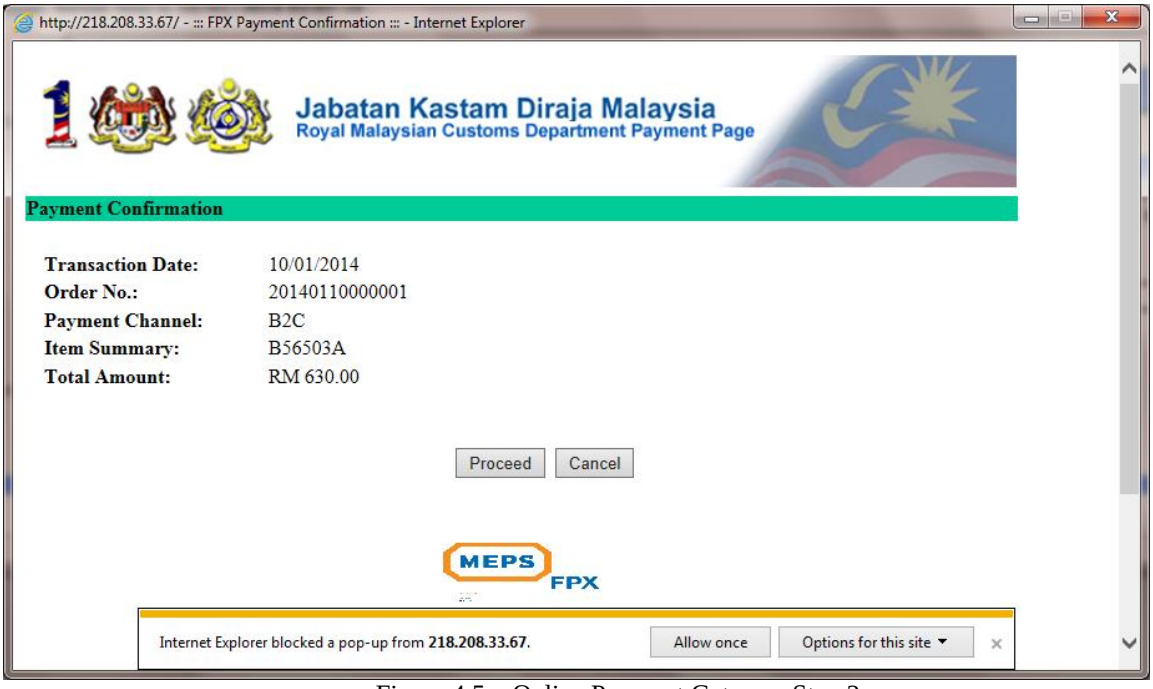



Figure 4.5 – Online Payment Gateway Step 2

8. Make sure your pop up blocker is off or set to always allow this website to pop up before you continue. Click [Proceed] button to continue. Figure 4.5

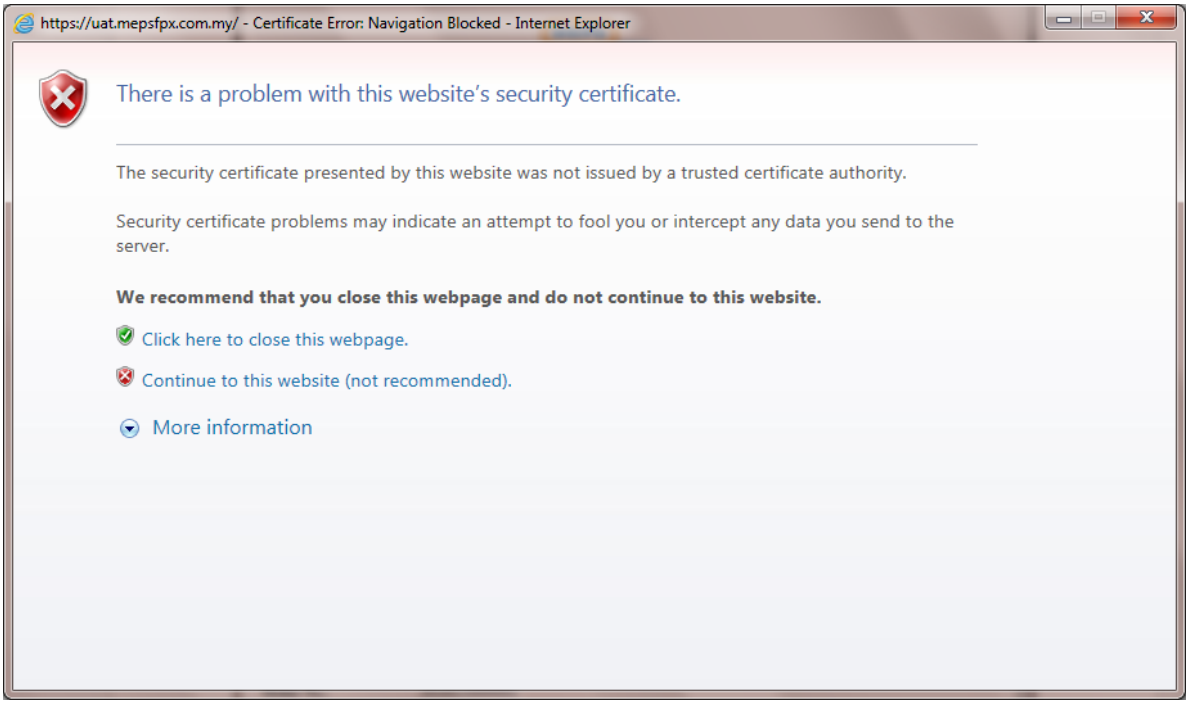

https://uat.mepsfpx.com.my/ - Certificate Error: Navigation Blocked - Internet Explorer
There is a problem with this website's security certificate.
The security certificate presented by this website was not issued by a trusted certificate authority.
Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.
We recommend that you close this webpage and do not continue to this website.
Click here to close this webpage.
Continue to this website (not recommended).
More information

Figure 4.6 – Online Payment Gateway Step 3

9. If you receive this certificate warning, please click [Continue to this website] to continue. Figure 4.6

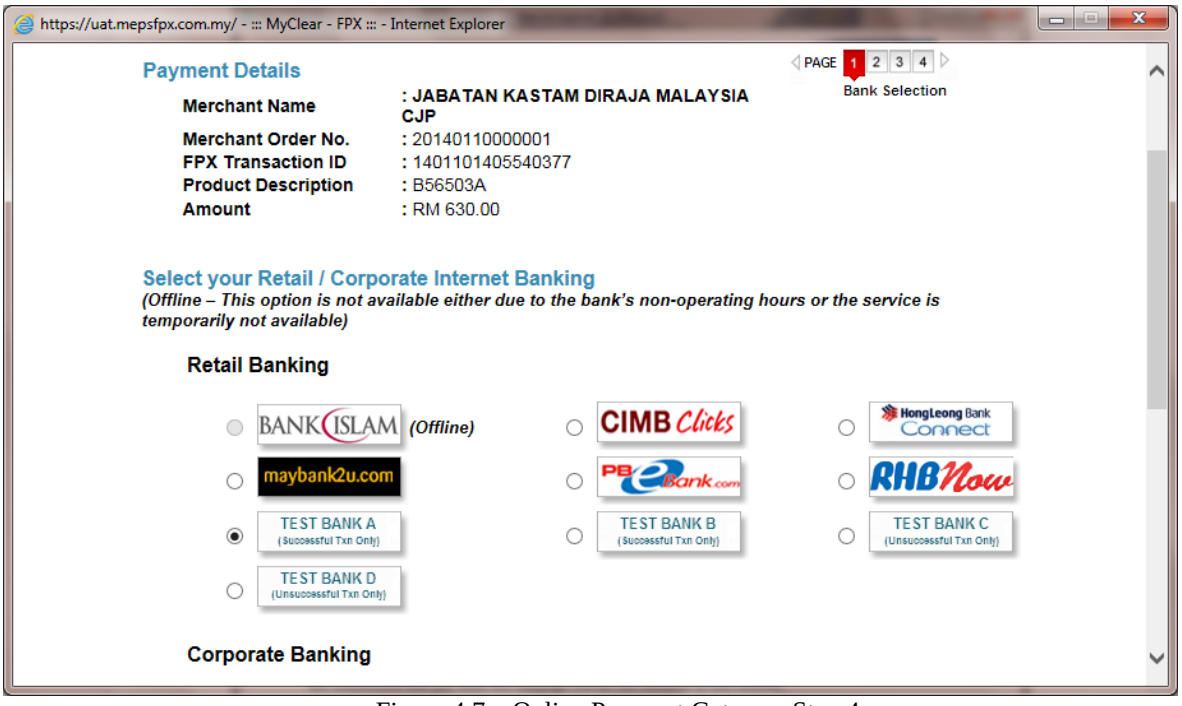
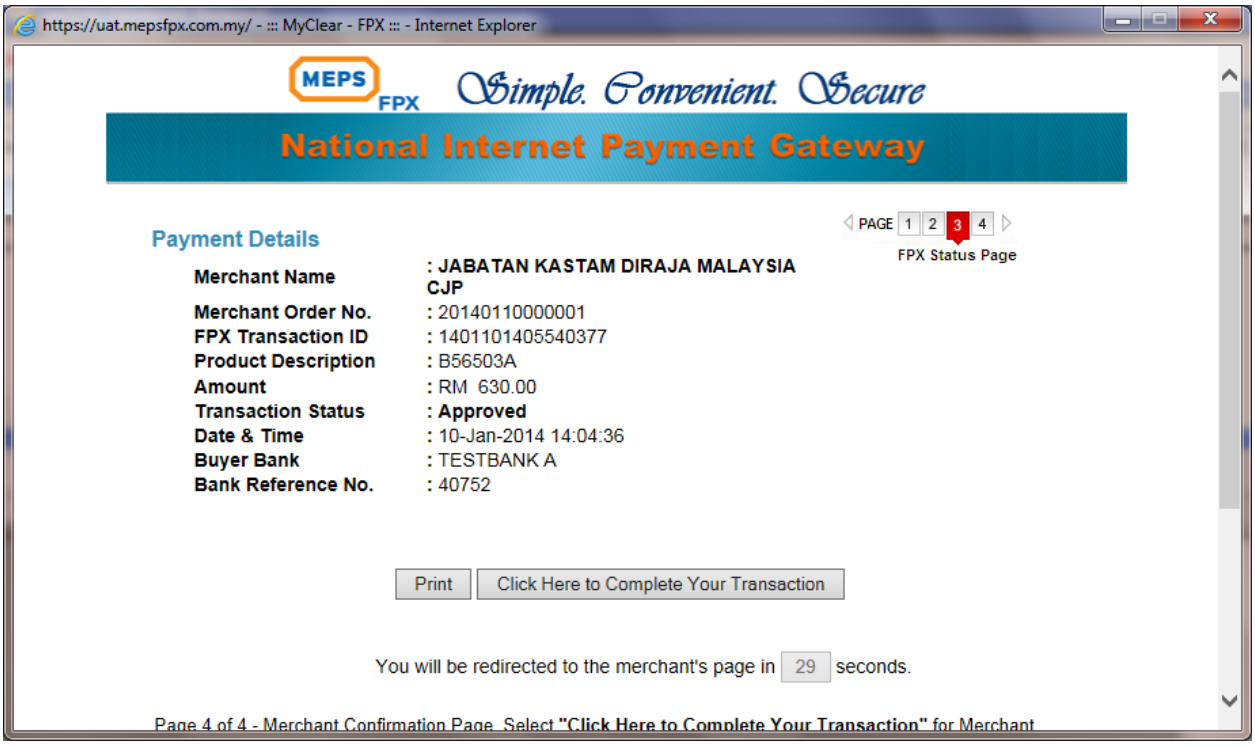

https://uat.mepsfpx.com.my/ - ::: MyClear - FPX ::: - Internet Explorer
Payment Details
PAGE 1 2 3 4
Bank Selection
Merchant Name : JABATAN KASTAM DIRAJA MALAYSIA CJP
Merchant Order No. : 20140110000001
FPX Transaction ID : 1401101405540377
Product Description : B56503A
Amount : RM 630.00
Select your Retail / Corporate Internet Banking
(Offline – This option is not available either due to the bank's non-operating hours or the service is temporarily not available)
Retail Banking
BANK ISLAM (Offline)
CIMB Clicks
Hong Leong Bank Connect
maybank2u.com
PBeBank.com
RHB Now
TEST BANK A (Successful Txn Only)
TEST BANK B (Successful Txn Only)
TEST BANK C (Unsuccessful Txn Only)
TEST BANK D (Unsuccessful Txn Only)
Corporate Banking

Figure 4.7 – Online Payment Gateway Step 4

10. Please choose your bank of choice before click the [Continue] button to bring you to your own online banking website. Figure 4.7
11. Please login using your own bank username and password and confirm the transaction amount. Once you are done, you will be prompt the complete transaction page. Click [Click Here to Complete Your Transaction] Figure 4.8


https://uat.mepsfpx.com.my/ - ::: MyClear - FPX ::: - Internet Explorer
MEPS FPX
Simple. Convenient. Secure
National Internet Payment Gateway
PAGE 1 2 3 4
FPX Status Page
Payment Details
Merchant Name : JABATAN KASTAM DIRAJA MALAYSIA CJP
Merchant Order No. : 20140110000001
FPX Transaction ID : 1401101405540377
Product Description : B56503A
Amount : RM 630.00
Transaction Status : Approved
Date & Time : 10-Jan-2014 14:04:36
Buyer Bank : TESTBANK A
Bank Reference No. : 40752
Print
Click Here to Complete Your Transaction
You will be redirected to the merchant's page in 29 seconds.
Page 4 of 4 - Merchant Confirmation Page. Select "Click Here to Complete Your Transaction" for Merchant
Figure 4.8 – Online Payment Gateway Step 5

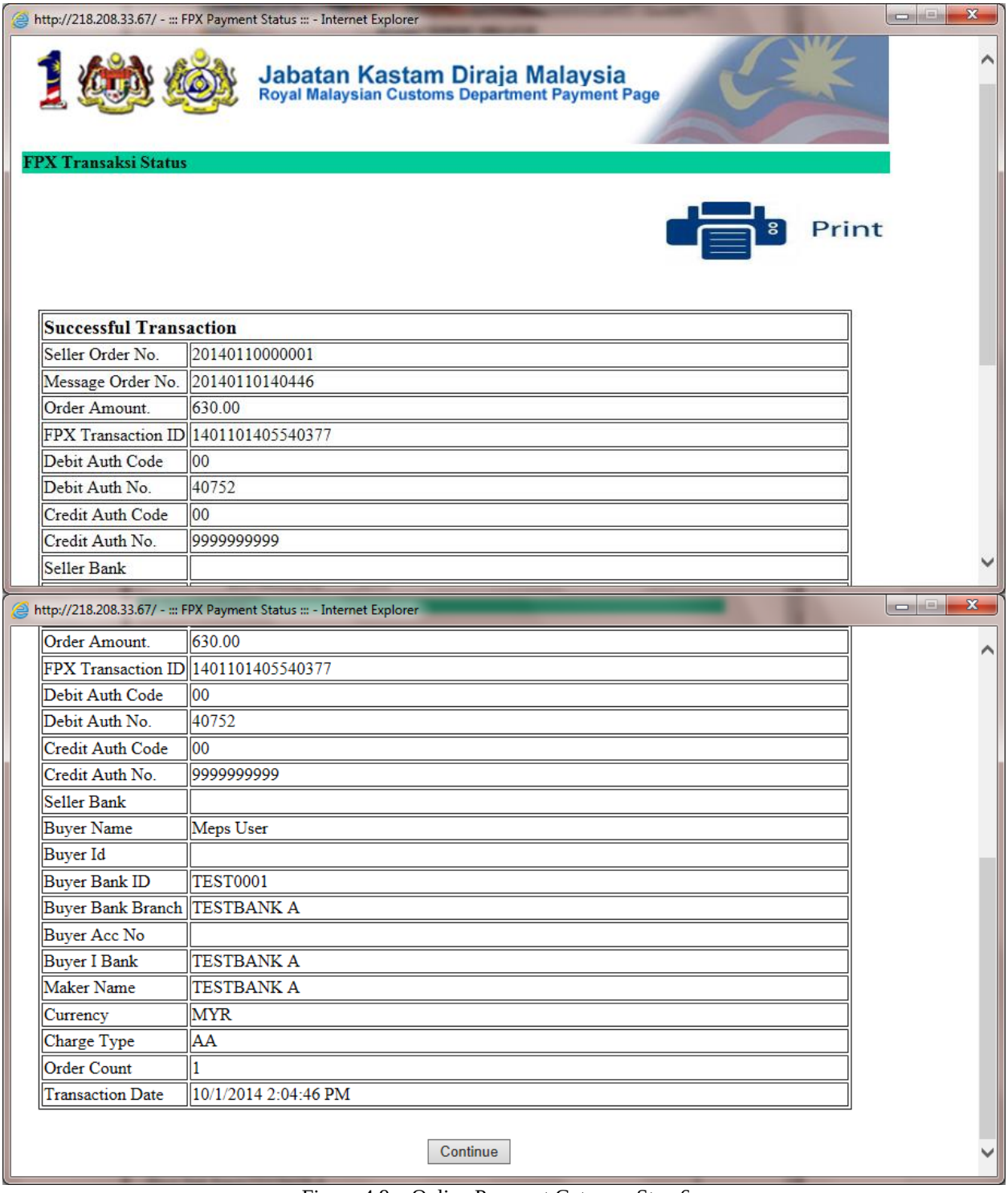



Figure 4.9 – Online Payment Gateway Step 6

12. You will receive the complete transaction pages, please click [Continue] at the bottom of the page to continue. Figure 4.9
13. The last step you will see the following page at our website to indicate the Payment Request has been completed successfully. Click [OK] to close the screen. Figure 5.0

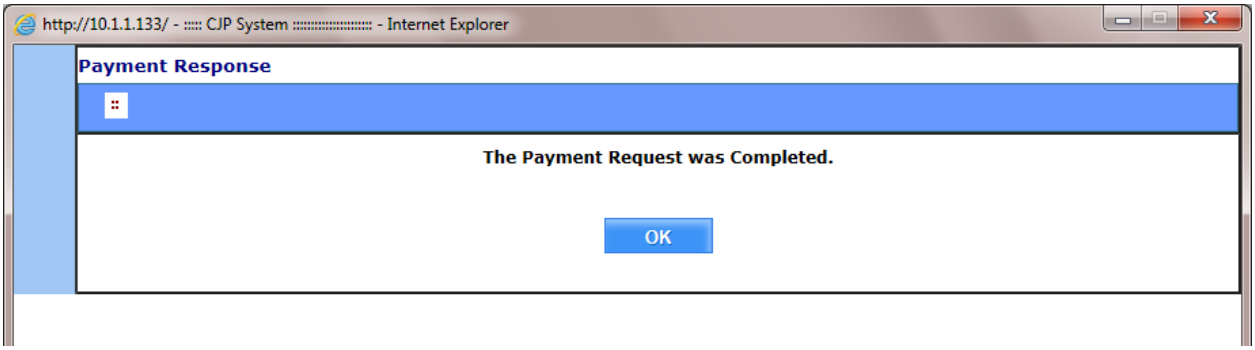



Figure 5.0 – Online Payment Gateway Step 7

## 5.5 To View the Status of Your Payment Request

1. To view the status of your payment request, please go to menu [Sales Tax]-[Payment]-[Payment Status/History] Figure 5.1

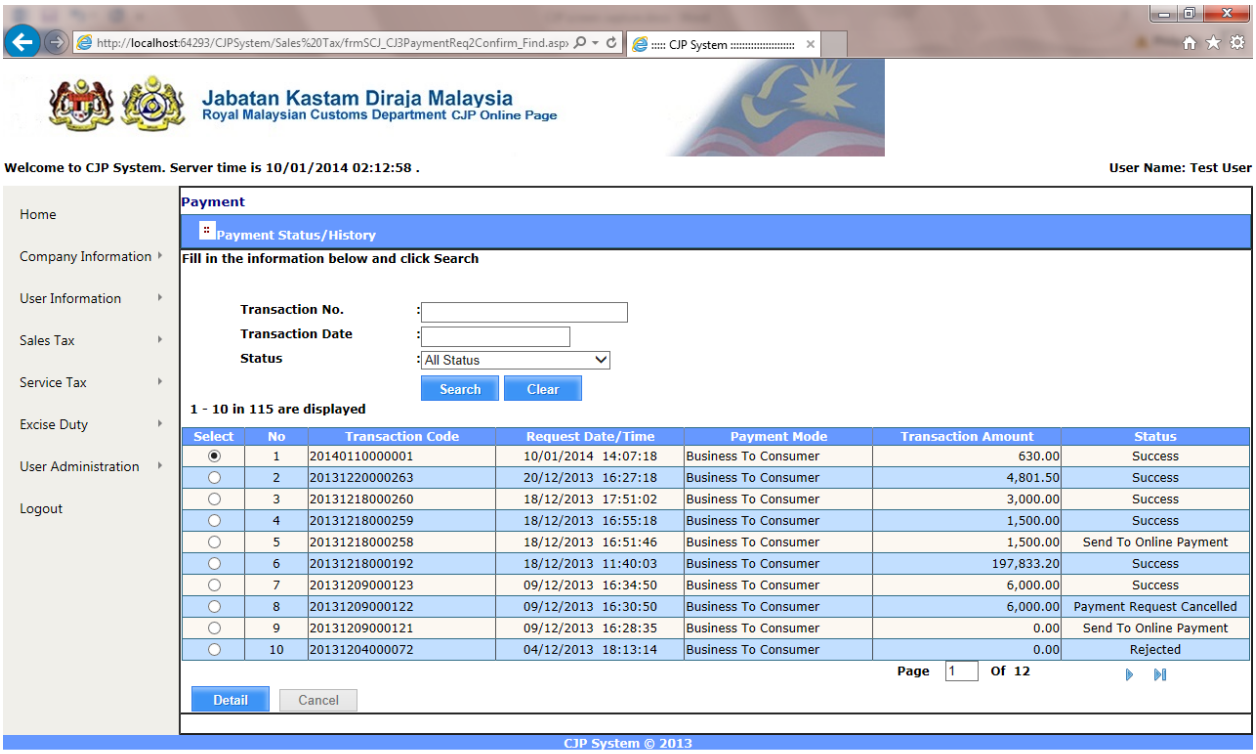

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 02:12:58 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Payment
Payment Status/History
Fill in the information below and click Search
Transaction No.
Transaction Date
Status
All Status
Search
Clear
1 - 10 in 115 are displayed
Select | No | Transaction Code | Request Date/Time | Payment Mode | Transaction Amount | Status
1 | 20140110000001 | 10/01/2014 14:07:18 | Business To Consumer | 630.00 | Success
2 | 20131220000263 | 20/12/2013 16:27:18 | Business To Consumer | 4,801.50 | Success
3 | 20131218000260 | 18/12/2013 17:51:02 | Business To Consumer | 3,000.00 | Success
4 | 20131218000259 | 18/12/2013 16:55:18 | Business To Consumer | 1,500.00 | Success
5 | 20131218000258 | 18/12/2013 16:51:46 | Business To Consumer | 1,500.00 | Send To Online Payment
6 | 20131218000192 | 18/12/2013 11:40:03 | Business To Consumer | 197,833.20 | Success
7 | 20131209000123 | 09/12/2013 16:34:50 | Business To Consumer | 6,000.00 | Success
8 | 20131209000122 | 09/12/2013 16:30:50 | Business To Consumer | 6,000.00 | Payment Request Cancelled
9 | 20131209000121 | 09/12/2013 16:28:35 | Business To Consumer | 0.00 | Send To Online Payment
10 | 20131204000072 | 04/12/2013 18:13:14 | Business To Consumer | 0.00 | Rejected
Page 1 Of 12
Detail
Cancel
CJP System © 2013

Figure 5.1 – Payment Status/History

2. To view the detail of your payment request, select the radio button of the transaction that you wish to view and click on the [Detail] button. Figure 5.2

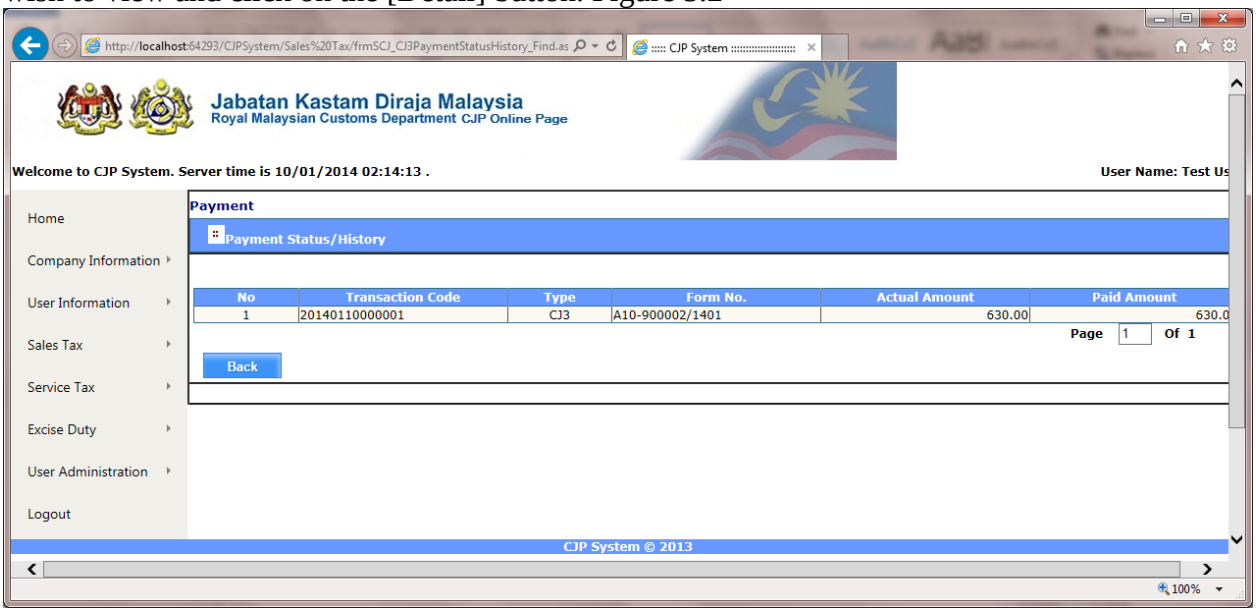

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 02:14:13 .
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Payment
Payment Status/History
No | Transaction Code | Type | Form No. | Actual Amount | Paid Amount
1 | 20140110000001 | CJ3 | A10-900002/1401 | 630.00 | 630.0
Page 1 Of 1
Back
CJP System © 2013

Figure 5.2 – Payment Status/History Detail

## 5.6 To Print Your Official Payment Receipt

1. To print official payment receipt, please go to menu [Sales Tax]-[Payment]-[ Payment Receipt] Figure 5.3

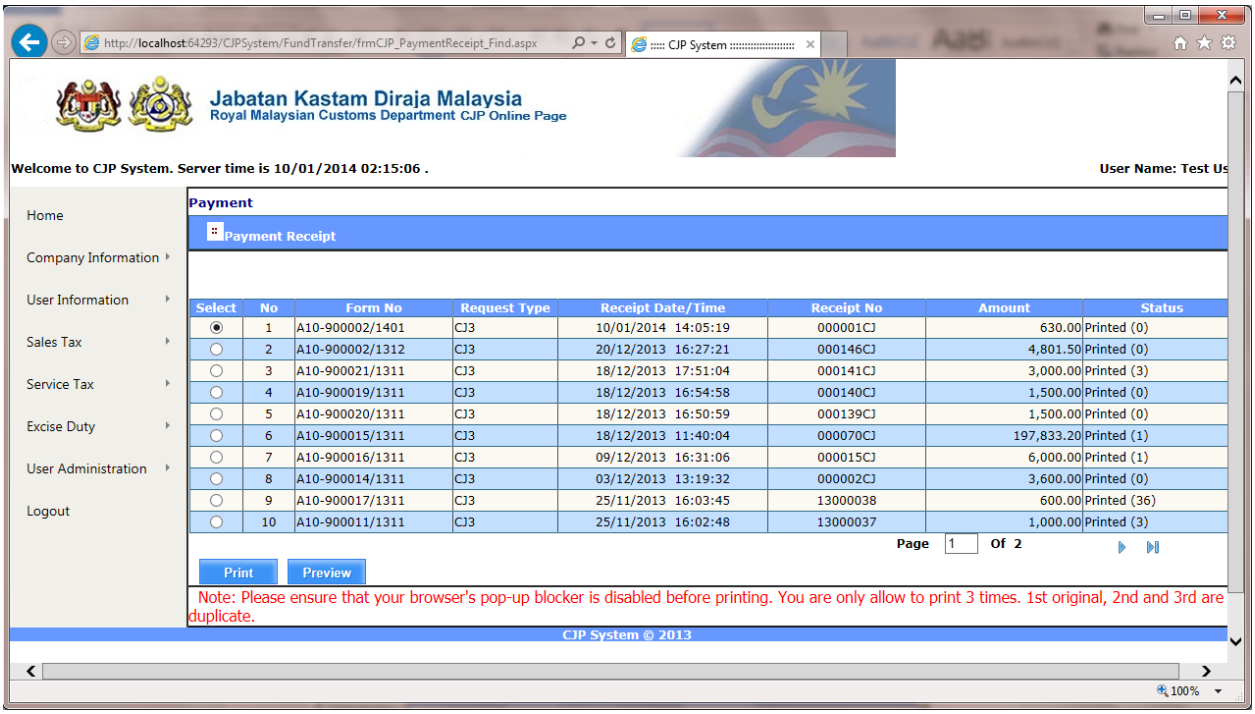

http://localhost:64293/CJPSystem/FundTransfer/frmCJP_PaymentReceipt_Find.aspx
CJP System
Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 02:15:06 .
User Name: Test Us
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Payment
Payment Receipt
Select | No | Form No | Request Type | Receipt Date/Time | Receipt No | Amount | Status
1 | A10-900002/1401 | CJ3 | 10/01/2014 14:05:19 | 000001CJ | 630.00 | Printed (0)
2 | A10-900002/1312 | CJ3 | 20/12/2013 16:27:21 | 000146CJ | 4,801.50 | Printed (0)
3 | A10-900021/1311 | CJ3 | 18/12/2013 17:51:04 | 000141CJ | 3,000.00 | Printed (3)
4 | A10-900019/1311 | CJ3 | 18/12/2013 16:54:58 | 000140CJ | 1,500.00 | Printed (0)
5 | A10-900020/1311 | CJ3 | 18/12/2013 16:50:59 | 000139CJ | 1,500.00 | Printed (0)
6 | A10-900015/1311 | CJ3 | 18/12/2013 11:40:04 | 000070CJ | 197,833.20 | Printed (1)
7 | A10-900016/1311 | CJ3 | 09/12/2013 16:31:06 | 000015CJ | 6,000.00 | Printed (1)
8 | A10-900014/1311 | CJ3 | 03/12/2013 13:19:32 | 000002CJ | 3,600.00 | Printed (0)
9 | A10-900017/1311 | CJ3 | 25/11/2013 16:03:45 | 13000038 | 600.00 | Printed (36)
10 | A10-900011/1311 | CJ3 | 25/11/2013 16:02:48 | 13000037 | 1,000.00 | Printed (3)
Page 1 Of 2
Print
Preview
Note: Please ensure that your browser's pop-up blocker is disabled before printing. You are only allow to print 3 times. 1st original, 2nd and 3rd are duplicate.
CJP System © 2013
100%

Figure 5.3 – Payment Receipt

2. To Preview the receipt, select the radio button of the transaction that you wish to preview and click on the [Preview] button. (Figure 5.3). You are require to turn off the pop up blocker before printing or previewing the receipt. Preview receipt is not an official receipt. Figure 5.4. To exit the preview, click on the cross button of the open window.

Figure 5.4 – Preview Receipt

3. To print the receipt, select the radio button of the transaction that you wish to preview and click on the [Print] button. Figure 5.3

Figure 5.5 –Original Copy of Receipt

4. The first printed copy will be original copy (Figure 5.5) and subsequent 2nd and 3rd printed copy will be duplicated copy (Figure 5.6). You are only allow to print 3 times.

**KERAJAAN MALAYSIA**
**Jabatan Kastam Diraja Malaysia**
**Resit Rasmi/*Official Receipt***
**SALINAN / COPY**

No Resit/Receipt No: 000001CJ
Tarikh/Date: 10-01-2014
Masa/Time: 14:05:19
Kod Stesen/Station Code: A10, IPOH,PERAK
/2/0/1/4/0/0/0/0/0/0/1/__/__

Maklumat Pembayar/: ABC SDN BHD

*Payee Details* 888, Jln Desa Bukit Antara 2, Taman Antara, 56100 KualaLumpur

No.Pendaftaran/Lain-Lain/ B56503A

*Registration No/Others*

| Perihal Transaksi/ *Transaction Details* | Cara Bayaran/ *Method Of Payment* | No Pendaftaran/ *Registration No* | Amaun(RM) *Amount* |
|---|---|---|---|
| Pembayaran Cukai Jualan | EFT | A10-900002/1401 | RM 630.00 *** |

Ringgit Malaysia/: Enam Ratus Tiga Puluh Sahaja
*Malaysian Ringgit*

No Kebenaran: BPKS(8.15)248-11(6)

740208145539/ 02:44:18/ 10/01/2014

Figure 5.6 –Duplicate Copy of Receipt

## 5.7 To View Historical Paid Penalty Record

1. To view historical paid penalty record, please go to menu [Sales Tax]-[Penalty]-[Penalty Status] Figure 5.7

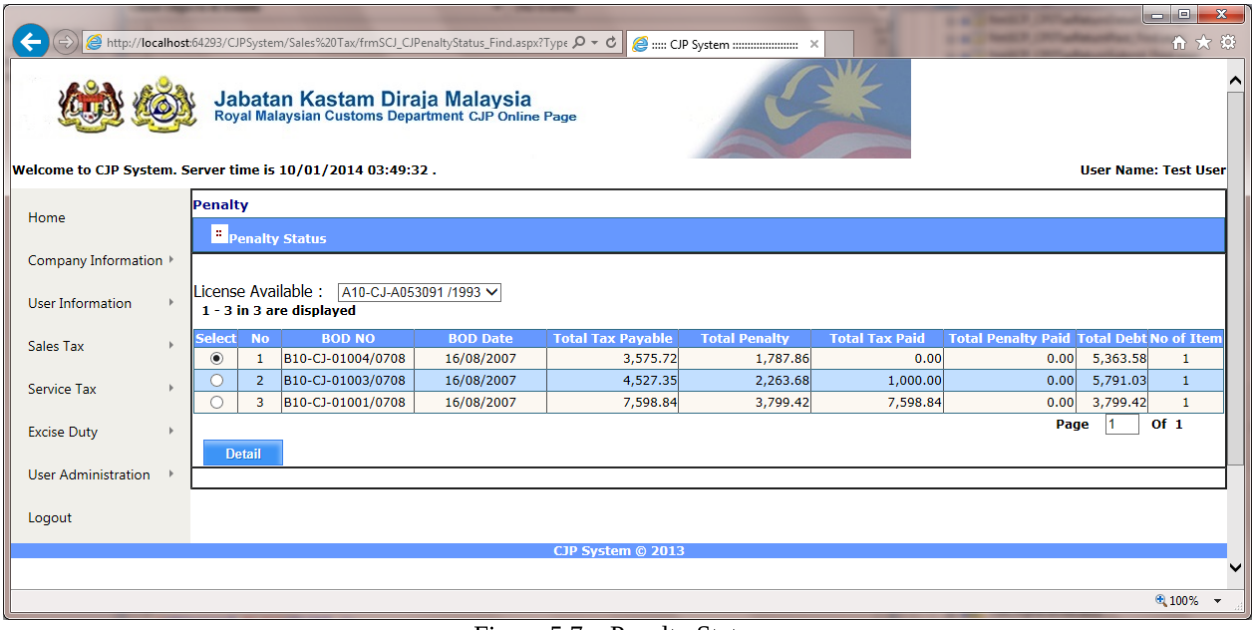

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:49:32 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Penalty
Penalty Status
License Available : A10-CJ-A053091 /1993
1 - 3 in 3 are displayed
Select | No | BOD NO | BOD Date | Total Tax Payable | Total Penalty | Total Tax Paid | Total Penalty Paid | Total Debt | No of Item
1 | B10-CJ-01004/0708 | 16/08/2007 | 3,575.72 | 1,787.86 | 0.00 | 0.00 | 5,363.58 | 1
2 | B10-CJ-01003/0708 | 16/08/2007 | 4,527.35 | 2,263.68 | 1,000.00 | 0.00 | 5,791.03 | 1
3 | B10-CJ-01001/0708 | 16/08/2007 | 7,598.84 | 3,799.42 | 7,598.84 | 0.00 | 3,799.42 | 1
Page 1 Of 1
Detail
CJP System © 2013

Figure 5.7 – Penalty Status

2. To view detail of historical paid penalty record, please select the radio button and click the [Detail] button Figure 5.7

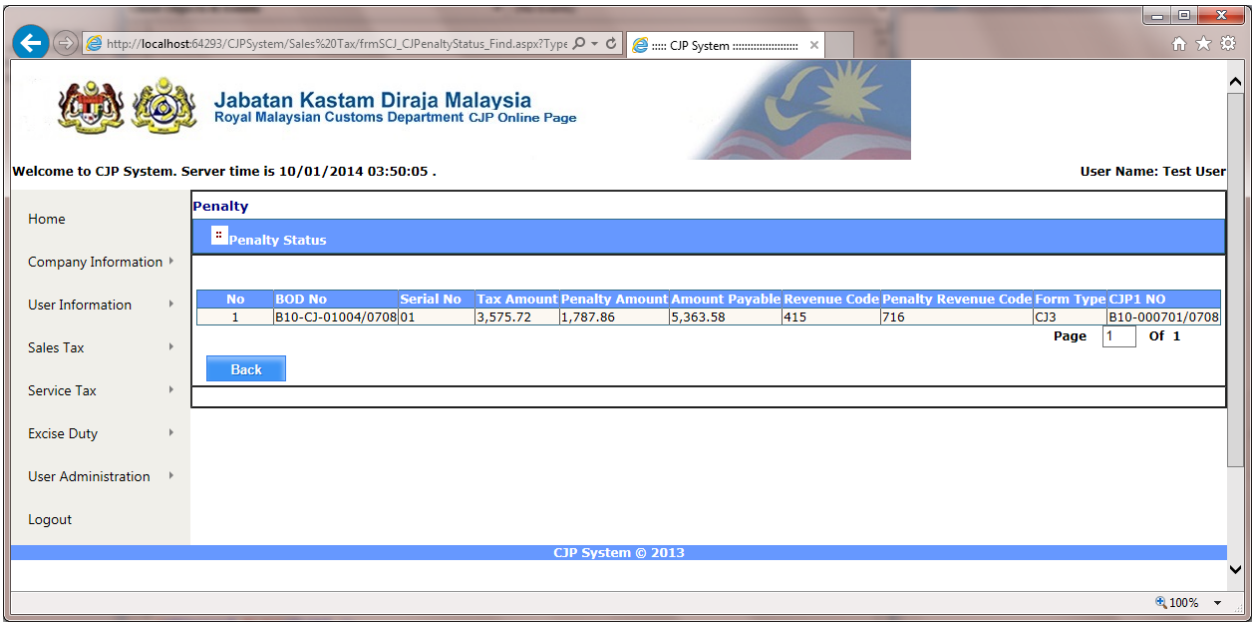

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:50:05 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Penalty
Penalty Status
No | BOD No | Serial No | Tax Amount | Penalty Amount | Amount Payable | Revenue Code | Penalty Revenue Code | Form Type | CJP1 NO
1 | B10-CJ-01004/0708 | 01 | 3,575.72 | 1,787.86 | 5,363.58 | 415 | 716 | CJ3 | B10-000701/0708
Page 1 Of 1
Back
CJP System © 2013

Figure 5.8 – Detail Penalty Status

## 5.8 To View Historical Paid Installment Record

1. To view the historical paid installment transaction, please go to menu [Sales Tax]-[Penalty]-[Installment Status] Figure 5.9

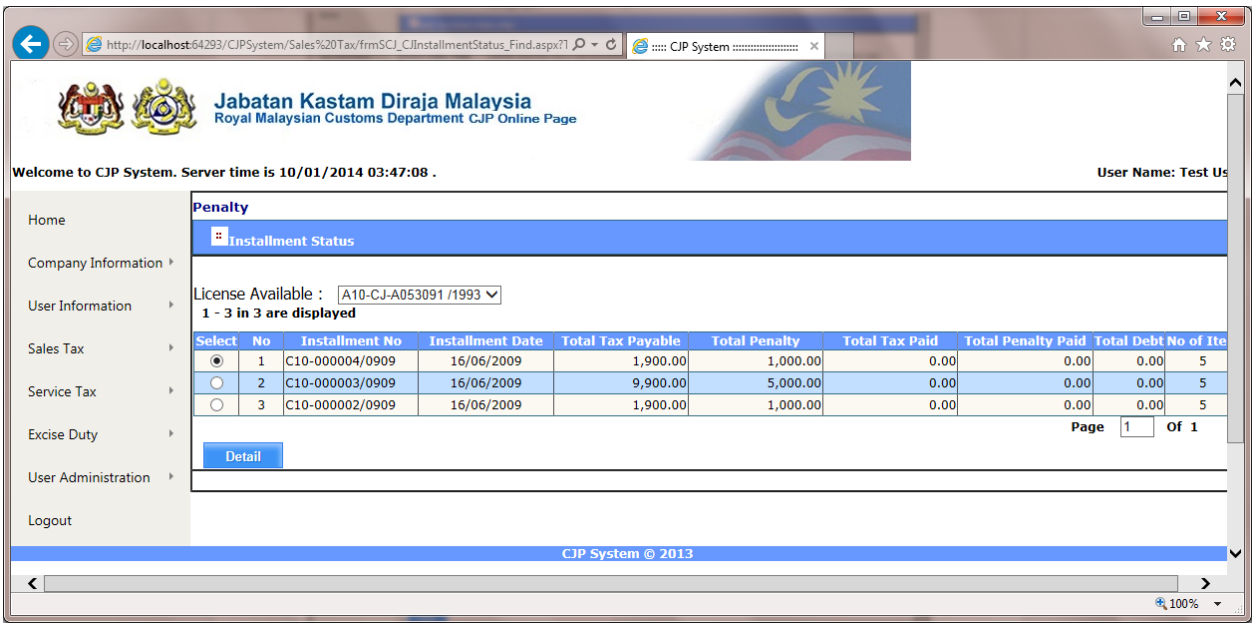

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:47:08 .
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Penalty
Installment Status
License Available : A10-CJ-A053091 /1993
1 - 3 in 3 are displayed
Select | No | Installment No | Installment Date | Total Tax Payable | Total Penalty | Total Tax Paid | Total Penalty Paid | Total Debt | No of Ite
1 | C10-000004/0909 | 16/06/2009 | 1,900.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 5
2 | C10-000003/0909 | 16/06/2009 | 9,900.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5
3 | C10-000002/0909 | 16/06/2009 | 1,900.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 5
Page 1 Of 1
Detail
CJP System © 2013

Figure 5.9 – Installment Status

2. To view detail of historical paid installment transaction, please select the radio button and click the [Detail] button. Figure 5.9

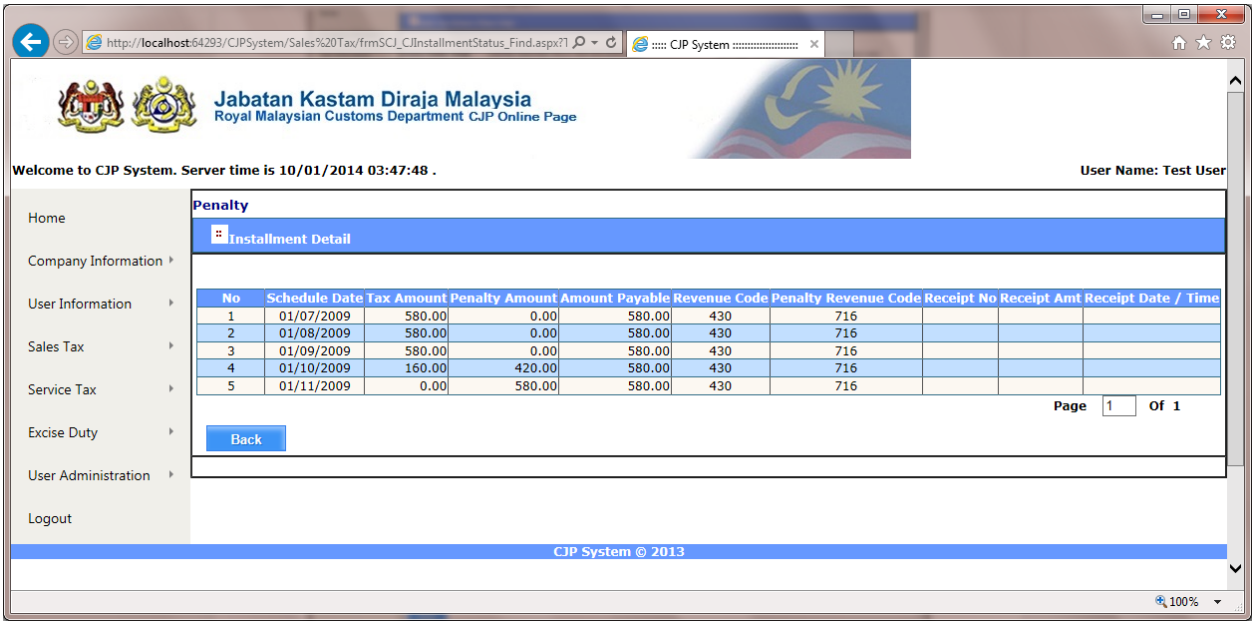

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:47:48 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Penalty
Installment Detail
No | Schedule Date | Tax Amount | Penalty Amount | Amount Payable | Revenue Code | Penalty Revenue Code | Receipt No | Receipt Amt | Receipt Date / Time
1 | 01/07/2009 | 580.00 | 0.00 | 580.00 | 430 | 716
2 | 01/08/2009 | 580.00 | 0.00 | 580.00 | 430 | 716
3 | 01/09/2009 | 580.00 | 0.00 | 580.00 | 430 | 716
4 | 01/10/2009 | 160.00 | 420.00 | 580.00 | 430 | 716
5 | 01/11/2009 | 0.00 | 580.00 | 580.00 | 430 | 716
Page 1 Of 1
Back
CJP System © 2013

Figure 6.0 – Detail Installment Status

# 6 Service Tax

## *6.1 To View Service Tax License Information and Service Tax Return Schedule*

1. Click Menu [***Service Tax***]-> [***Service Tax Licence***]. (Figure 6.1) Please tick the license that you would like to view and click [View Detail] button (Figure 6.2).

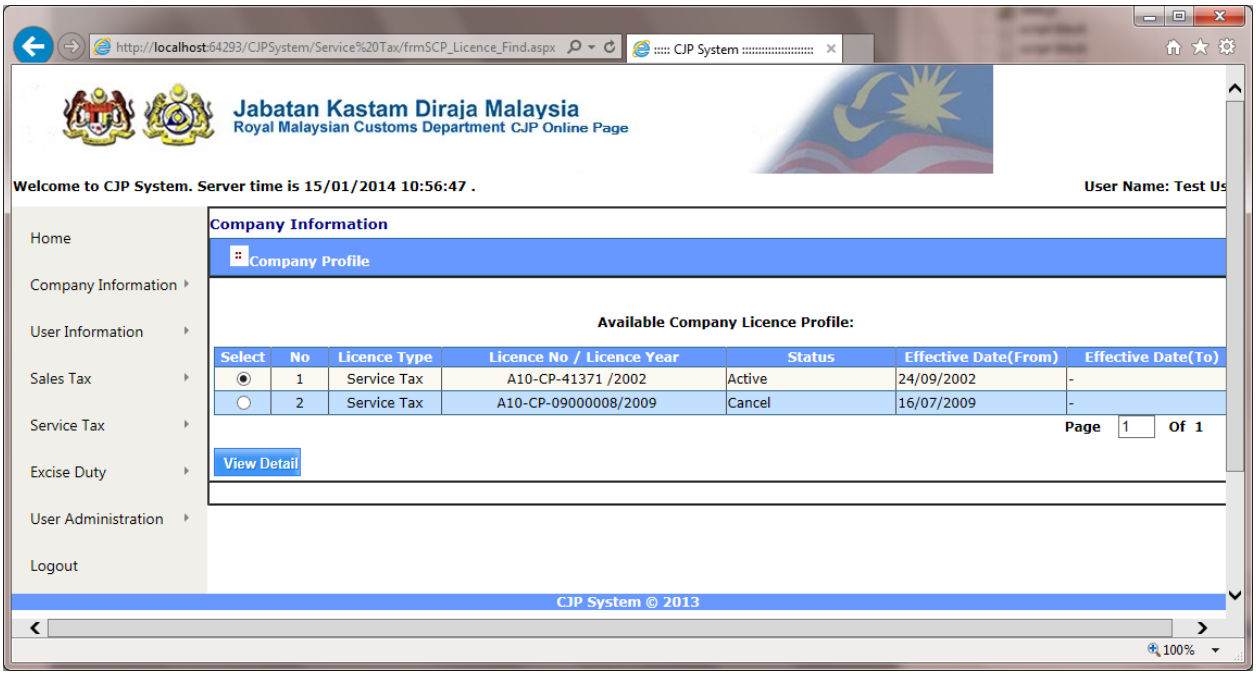


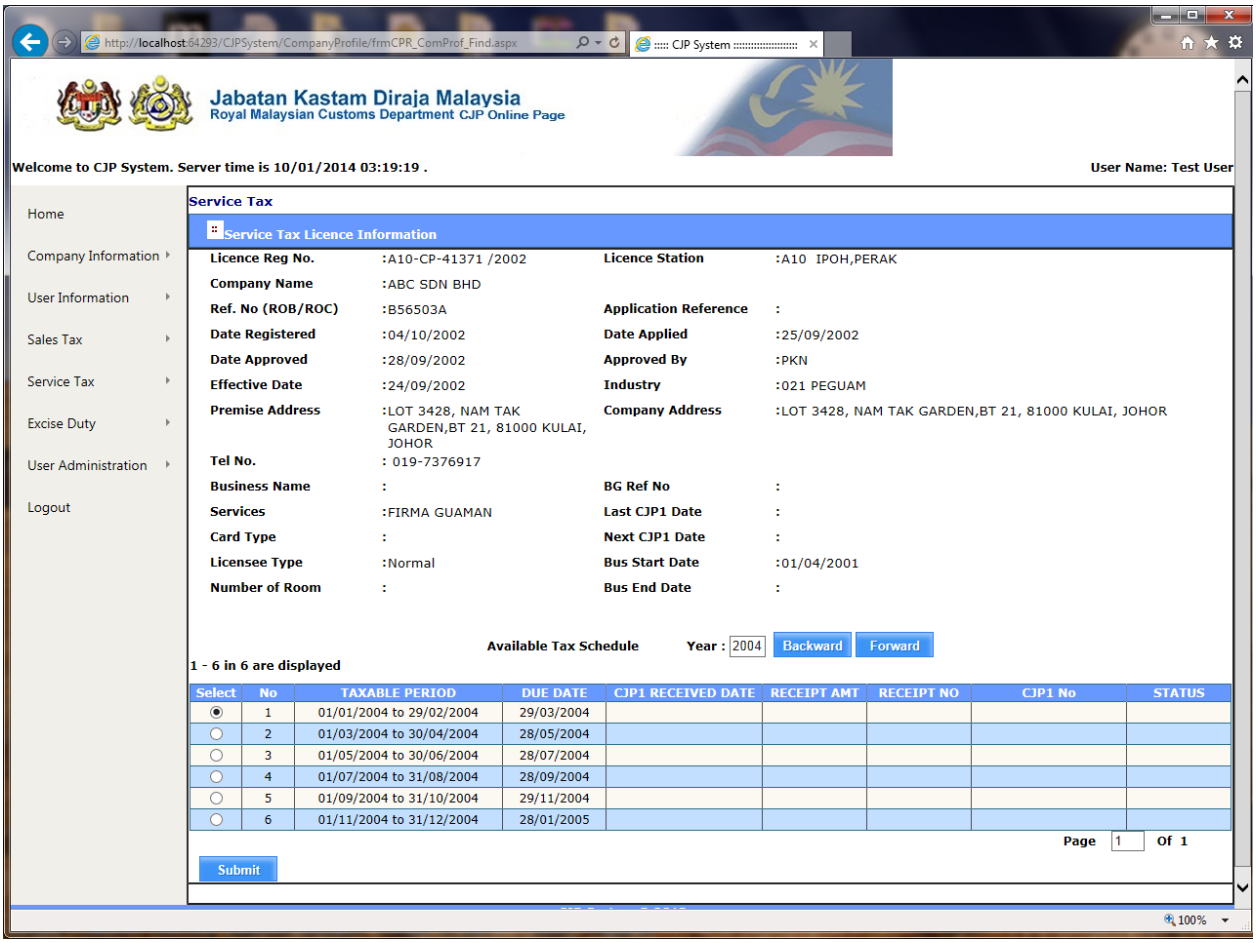

Figure 6.1 – Service Tax License Profile Selection

Figure 6.2 – Service Tax License Information

2. Click the [Backward] and [Forward] button to navigate through the available Tax Schedule

## 6.2 To Submit Service Tax Return

1. Click Menu [***Service Tax***]-> [***Service Tax Licence***]. (Figure 6.3)


Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:19:19 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Service Tax
Service Tax Licence Information
Licence Reg No. :A10-CP-41371 /2002
Licence Station :A10 IPOH,PERAK
Company Name :ABC SDN BHD
Ref. No (ROB/ROC) :B56503A
Application Reference :
Date Registered :04/10/2002
Date Applied :25/09/2002
Date Approved :28/09/2002
Approved By :PKN
Effective Date :24/09/2002
Industry :021 PEGUAM
Premise Address :LOT 3428, NAM TAK GARDEN,BT 21, 81000 KULAI, JOHOR
Company Address :LOT 3428, NAM TAK GARDEN,BT 21, 81000 KULAI, JOHOR
Tel No. : 019-7376917
Business Name :
BG Ref No :
Services :FIRMA GUAMAN
Last CJP1 Date :
Card Type :
Next CJP1 Date :
Licensee Type :Normal
Bus Start Date :01/04/2001
Number of Room :
Bus End Date :
Available Tax Schedule
Year : 2004
Backward
Forward
1 - 6 in 6 are displayed
Select | No | TAXABLE PERIOD | DUE DATE | CJP1 RECEIVED DATE | RECEIPT AMT | RECEIPT NO | CJP1 No | STATUS
1 | 01/01/2004 to 29/02/2004 | 29/03/2004
2 | 01/03/2004 to 30/04/2004 | 28/05/2004
3 | 01/05/2004 to 30/06/2004 | 28/07/2004
4 | 01/07/2004 to 31/08/2004 | 28/09/2004
5 | 01/09/2004 to 31/10/2004 | 29/11/2004
6 | 01/11/2004 to 31/12/2004 | 28/01/2005
Page 1 Of 1
Submit
Figure 6.3 – Service Tax License Information

2. Select the radio button at Figure 6.3, then press the [Submit CJP1] button.
3. You will see the header information for Service Tax CJP1 form (Figure 6.4), then follow by pressing the [Add] button to add the detail of the Service Tax CJP1.

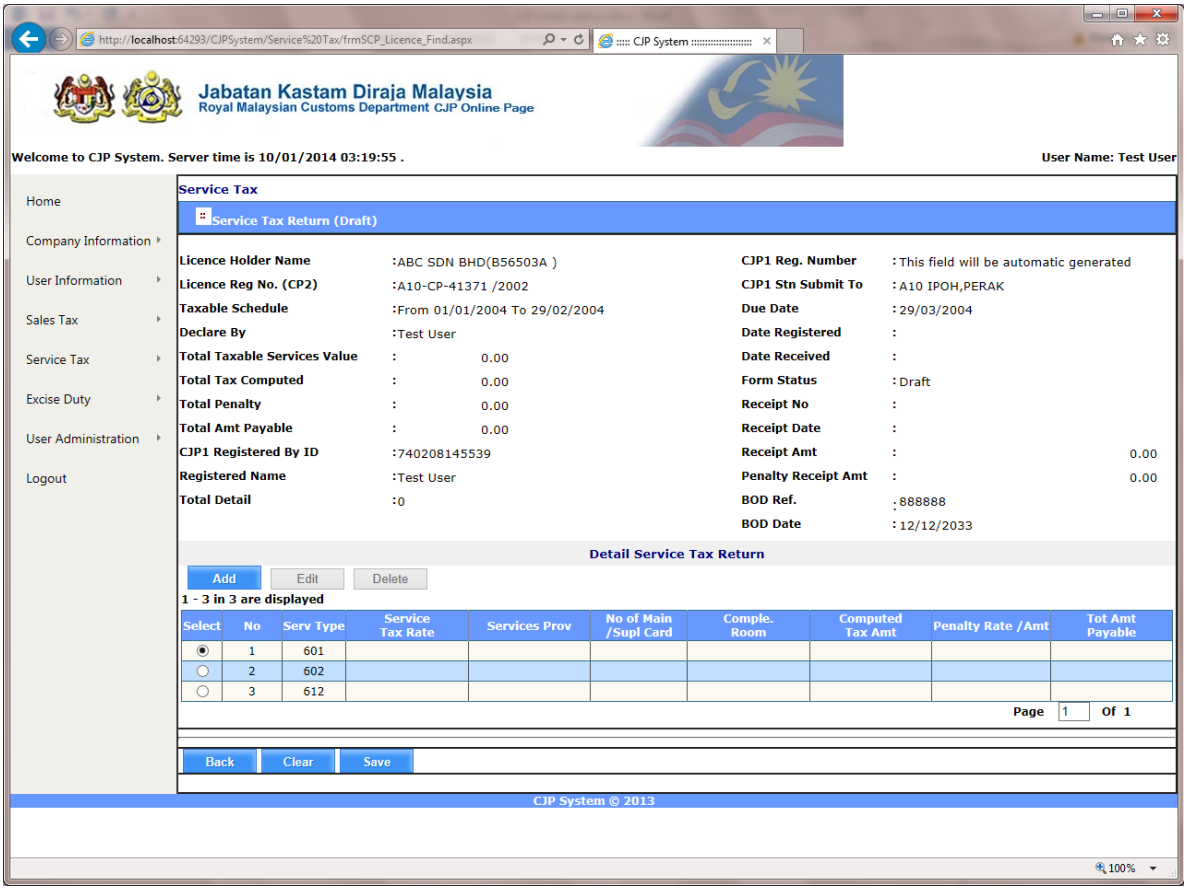



Figure 6.4 – Service Tax License CJP1 Form header

4. Press the [Add] button to create the detail of Service Tax Return at Figure 6.5.

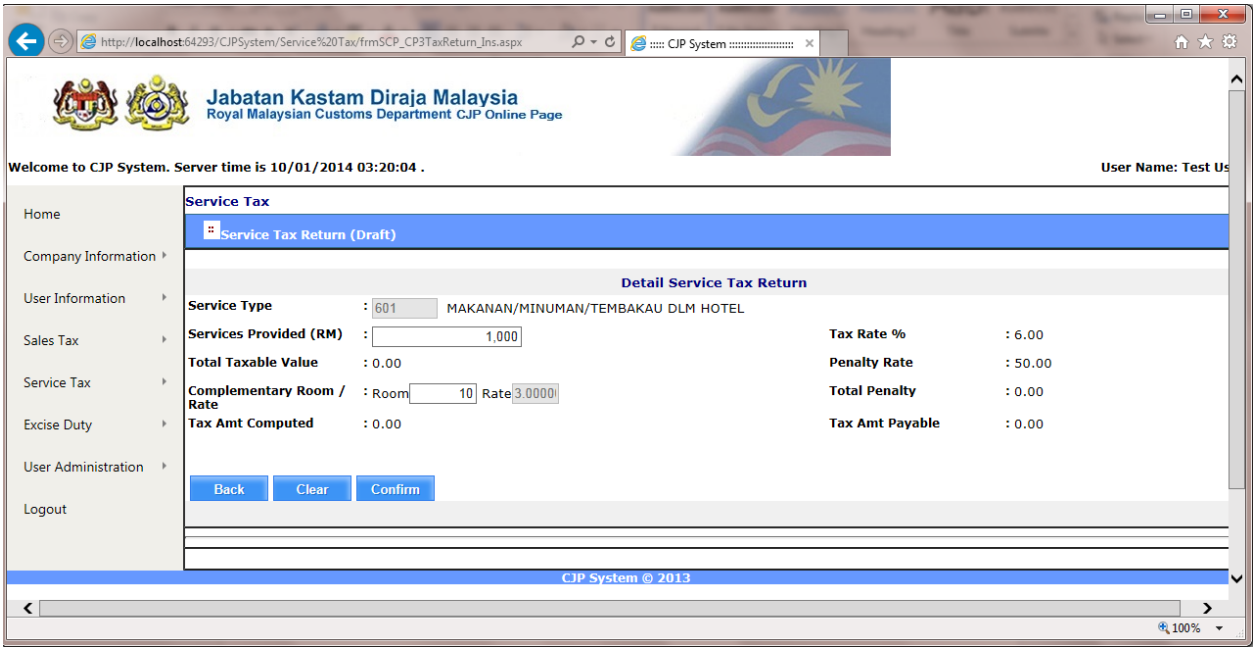



Figure 6.5 – Service Tax License CJP1 Form detail (Hotel Services)

5. Please fill in the detail information for Service Tax CJP1 (Figure 6.5) before pressing the [Confirm] button. The above example is for Hotel Services.

   Following are the field description and criteria:-

| No | Field Name | Type | Size | Mandatory | Condition (Example) |
|---|---|---|---|---|---|
| 1 | Services Provided (RM) | Decimal | 11,2 | No | With no more than two decimal places and must be equal or more than 0. Maximum value can be entered: 999,999,999.99 |
| 2 | Complementary Room | Decimal | 4,0 | No | No decimal places.<br><br>Maximum value can be entered: 9,999 |

6. To save, click on the [Confirm] button and you will receive Record Created message (Figure 6.6)

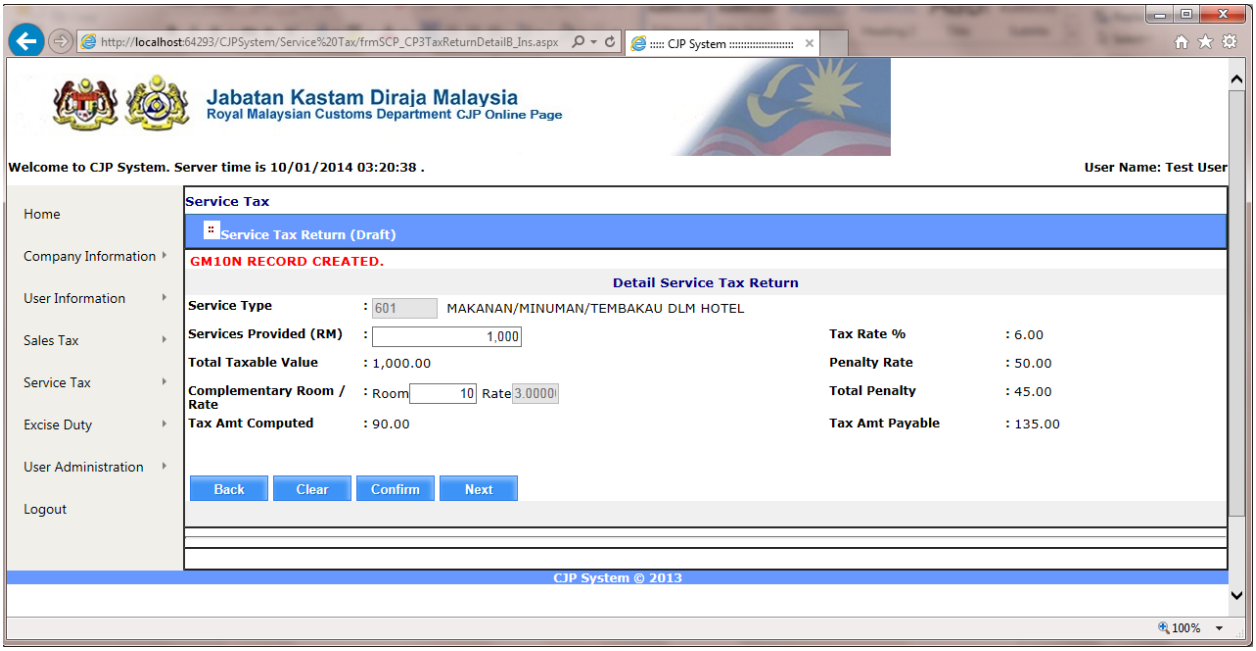


Figure 6.6 – Service Tax License CJP1 Form detail (Hotel Services)

7. Click on the [Next] button to move update the next services entry (Figure 6.6)

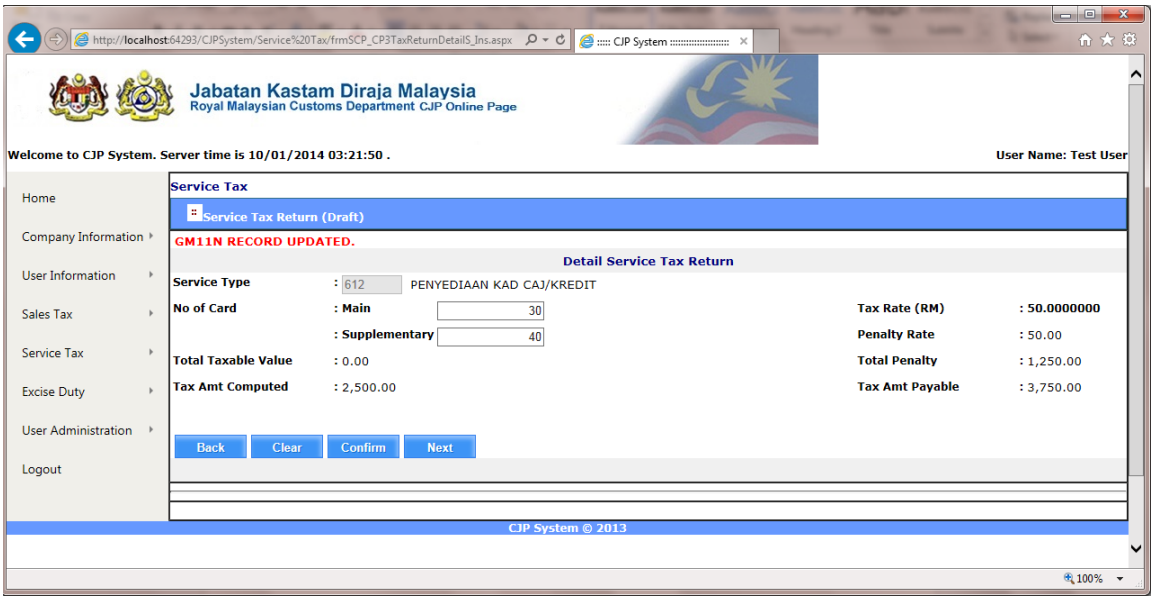



Figure 6.7 – Service Tax License CJP1 Form detail (Credit Card Services)

8. Please fill in the detail information for Service Tax CJP1 (Figure 6.7) before pressing the [Confirm] button. The above example is for Credit Card Services.

   Following are the field description and criteria:-

| No | Field Name | Type | Size | Mandatory | Condition (Example) |
|---|---|---|---|---|---|
| 1 | Main | Decimal | 8,0 | No | With no decimal places and must be equal or more than 0. Maximum value can be entered: 99,999,999 |
| 2 | Supplementary | Decimal | 8,0 | No | |

9. To save, click on the [Confirm] button and you will receive Record Created message (Figure 6.8)

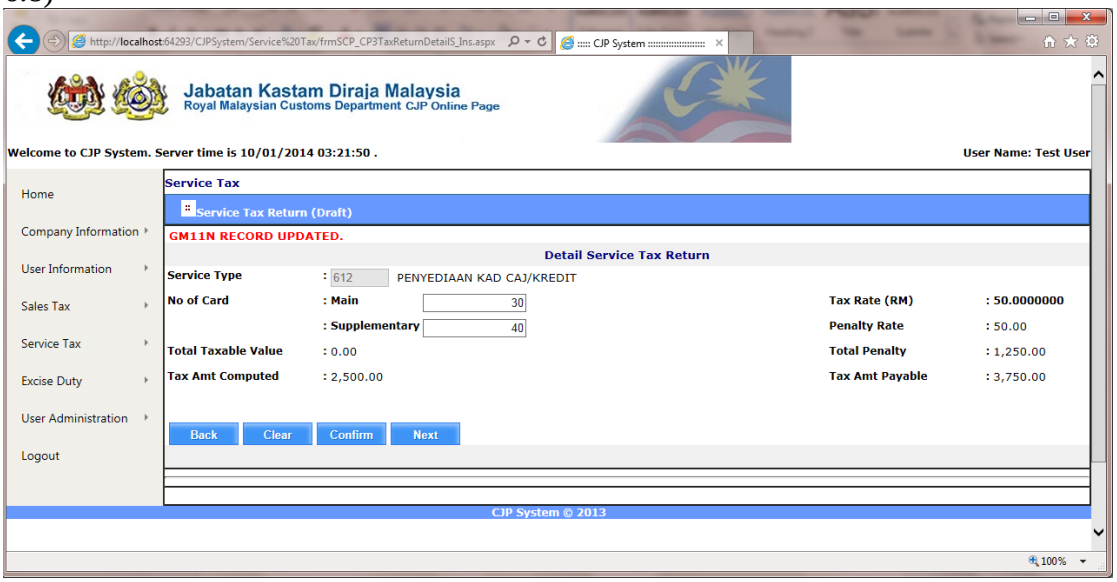



Figure 6.8 – Service Tax License CJP1 Form detail (Credit Card Services)

10. Click on the [Next] button to move update the next services entry (Figure 6.8)

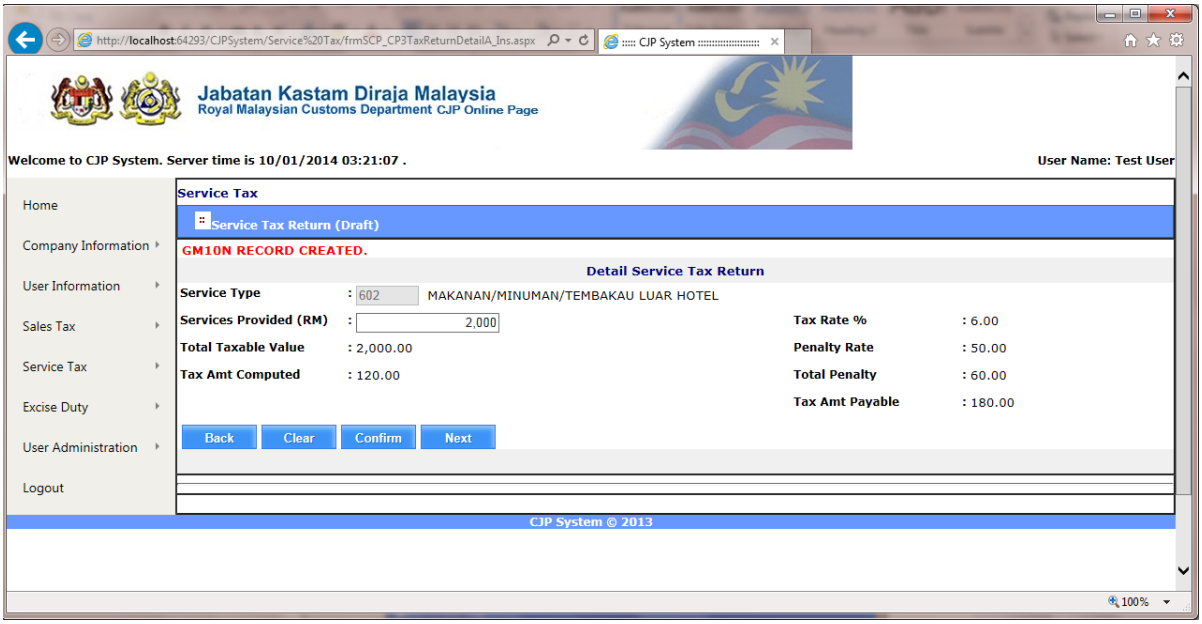



Figure 6.9 – Service Tax License CJP1 Form detail (General Services)

11. Please fill in the detail information for Service Tax CJP1 (Figure 6.9) before pressing the [Confirm] button. The above example is for General Services.

    Following are the field description and criteria:-

| No | Field Name | Type | Size | Mandatory | Condition (Example) |
|---|---|---|---|---|---|
| 1 | Services Provided (RM) | Decimal | 11,2 | No | With no more than two decimal places and must be equal or more than 0. Maximum value can be entered: 999,999,999.99 |

12. To save, click on the [Confirm] button and you will receive Record Created message (Figure 6.9)
13. Click on the [Next] button to move update the next services entry (Figure 6.9)

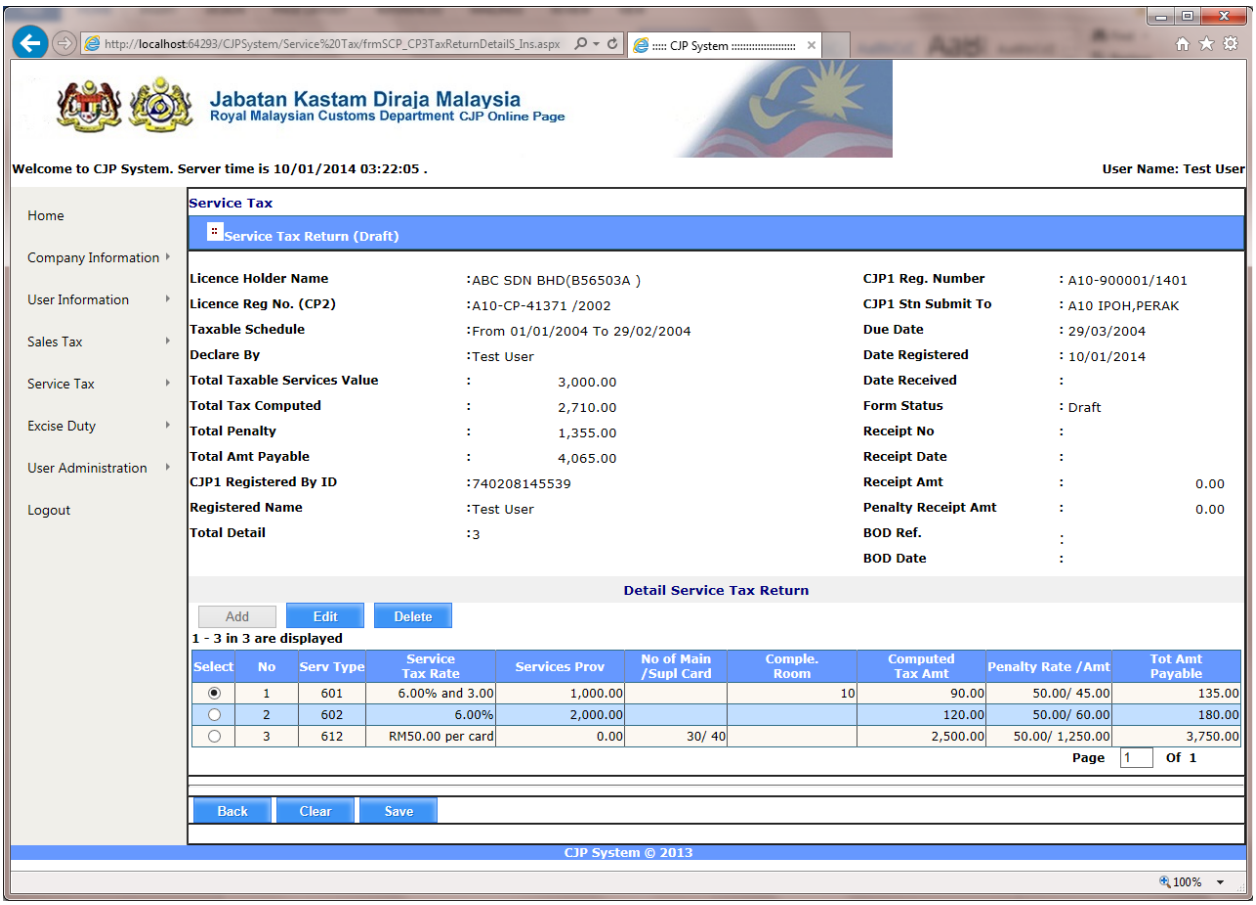

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:22:05 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Service Tax
Service Tax Return (Draft)
Licence Holder Name :ABC SDN BHD(B56503A )
Licence Reg No. (CP2) :A10-CP-41371 /2002
Taxable Schedule :From 01/01/2004 To 29/02/2004
Declare By :Test User
Total Taxable Services Value : 3,000.00
Total Tax Computed : 2,710.00
Total Penalty : 1,355.00
Total Amt Payable : 4,065.00
CJP1 Registered By ID :740208145539
Registered Name :Test User
Total Detail :3
CJP1 Reg. Number : A10-900001/1401
CJP1 Stn Submit To : A10 IPOH,PERAK
Due Date : 29/03/2004
Date Registered : 10/01/2014
Date Received :
Form Status : Draft
Receipt No :
Receipt Date :
Receipt Amt : 0.00
Penalty Receipt Amt : 0.00
BOD Ref. :
BOD Date :
Detail Service Tax Return
Add
Edit
Delete
1 - 3 in 3 are displayed
Select | No | Serv Type | Service Tax Rate | Services Prov | No of Main /Supl Card | Comple. Room | Computed Tax Amt | Penalty Rate /Amt | Tot Amt Payable
1 | 601 | 6.00% and 3.00 | 1,000.00 | | 10 | 90.00 | 50.00/ 45.00 | 135.00
2 | 602 | 6.00% | 2,000.00 | | | 120.00 | 50.00/ 60.00 | 180.00
3 | 612 | RM50.00 per card | 0.00 | 30/ 40 | | 2,500.00 | 50.00/ 1,250.00 | 3,750.00
Page 1 Of 1
Back
Clear
Save
CJP System © 2013

Figure 7.0– CJP1 Header for Service Tax

14. You may edit or delete the Detail that you have entered. (Figure 7.0)
15. To submit the CJP1 Form, you need to press the [Save] (Figure 7.0) and then follow by pressing the [Submit] button at Figure 7.1. A confirmation will be prompt to ask whether you want to submit the CJP1 Form. Submitted CJP1 Form for Service Tax it will change status from Draft to Submitted.

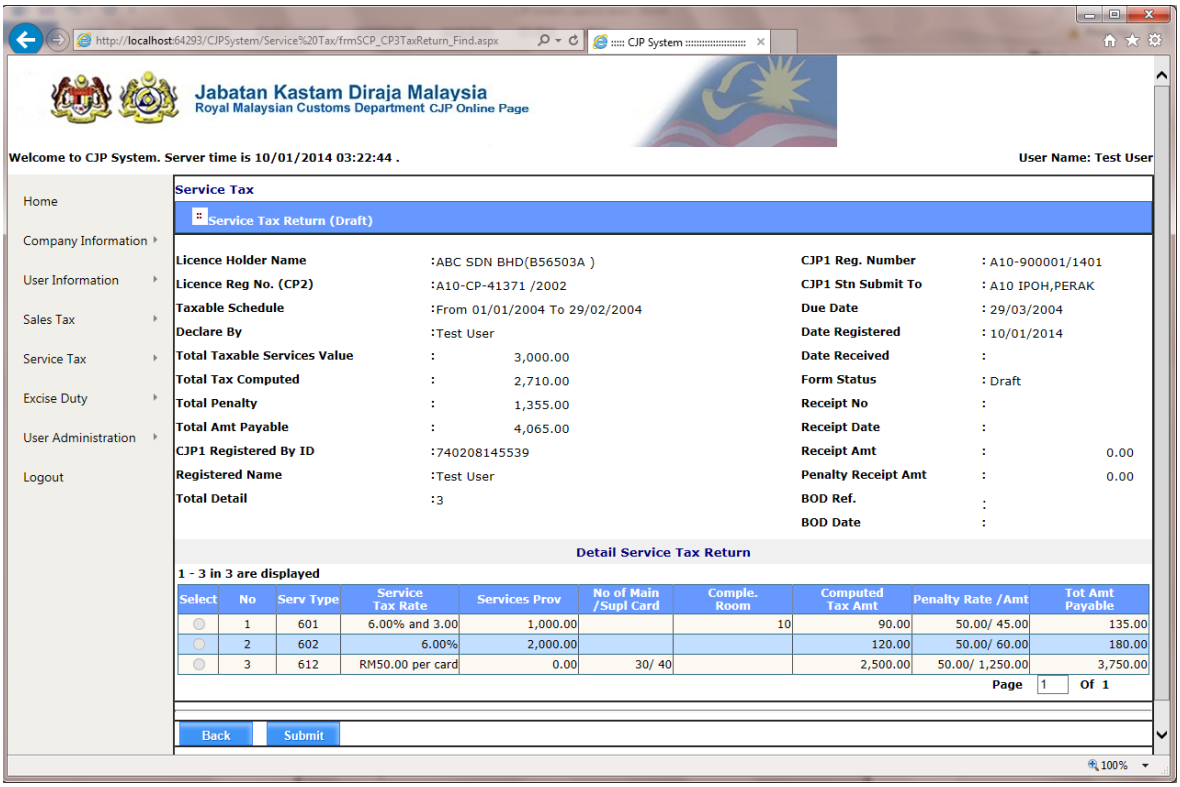

http://localhost:64293/CJPSystem/Service%20Tax/frmSCP_CP3TaxReturn_Find.aspx
CJP System
Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:22:44 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Service Tax
Service Tax Return (Draft)
Licence Holder Name :ABC SDN BHD(B56503A )
Licence Reg No. (CP2) :A10-CP-41371 /2002
Taxable Schedule :From 01/01/2004 To 29/02/2004
Declare By :Test User
Total Taxable Services Value : 3,000.00
Total Tax Computed : 2,710.00
Total Penalty : 1,355.00
Total Amt Payable : 4,065.00
CJP1 Registered By ID :740208145539
Registered Name :Test User
Total Detail :3
CJP1 Reg. Number : A10-900001/1401
CJP1 Stn Submit To : A10 IPOH,PERAK
Due Date : 29/03/2004
Date Registered : 10/01/2014
Date Received :
Form Status : Draft
Receipt No :
Receipt Date :
Receipt Amt : 0.00
Penalty Receipt Amt : 0.00
BOD Ref. :
BOD Date :
Detail Service Tax Return
1 - 3 in 3 are displayed
Select | No | Serv Type | Service Tax Rate | Services Prov | No of Main /Supl Card | Comple. Room | Computed Tax Amt | Penalty Rate /Amt | Tot Amt Payable
1 | 601 | 6.00% and 3.00 | 1,000.00 | | 10 | 90.00 | 50.00/ 45.00 | 135.00
2 | 602 | 6.00% | 2,000.00 | | | 120.00 | 50.00/ 60.00 | 180.00
3 | 612 | RM50.00 per card | 0.00 | 30/ 40 | | 2,500.00 | 50.00/ 1,250.00 | 3,750.00
Page 1 Of 1
Back
Submit
100%

Figure 7.1– To submit CJP1 form for Service Tax

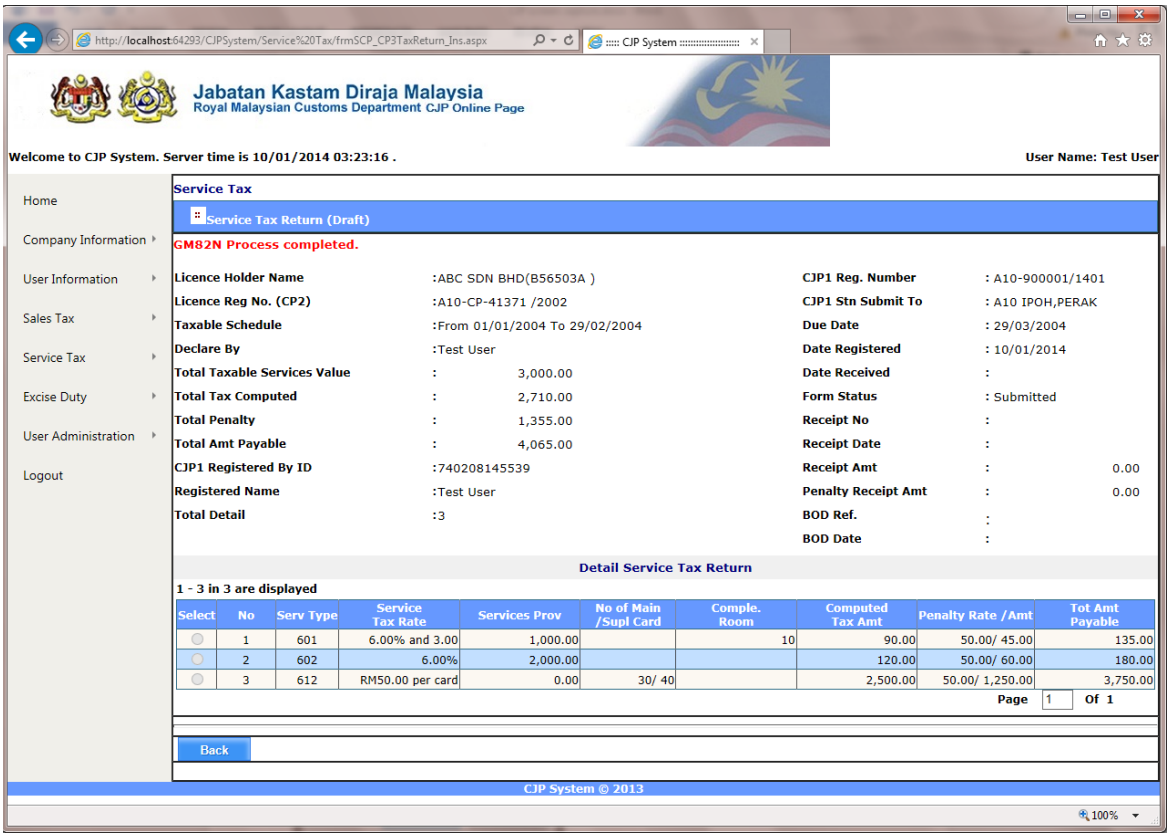

http://localhost:64293/CJPSystem/Service%20Tax/frmSCP_CP3TaxReturn_Ins.aspx
CJP System
Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:23:16 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Service Tax
Service Tax Return (Draft)
GM82N Process completed.
Licence Holder Name :ABC SDN BHD(B56503A )
Licence Reg No. (CP2) :A10-CP-41371 /2002
Taxable Schedule :From 01/01/2004 To 29/02/2004
Declare By :Test User
Total Taxable Services Value : 3,000.00
Total Tax Computed : 2,710.00
Total Penalty : 1,355.00
Total Amt Payable : 4,065.00
CJP1 Registered By ID :740208145539
Registered Name :Test User
Total Detail :3
CJP1 Reg. Number : A10-900001/1401
CJP1 Stn Submit To : A10 IPOH,PERAK
Due Date : 29/03/2004
Date Registered : 10/01/2014
Date Received :
Form Status : Submitted
Receipt No :
Receipt Date :
Receipt Amt : 0.00
Penalty Receipt Amt : 0.00
BOD Ref. :
BOD Date :
Detail Service Tax Return
1 - 3 in 3 are displayed
Select | No | Serv Type | Service Tax Rate | Services Prov | No of Main /Supl Card | Comple. Room | Computed Tax Amt | Penalty Rate /Amt | Tot Amt Payable
1 | 601 | 6.00% and 3.00 | 1,000.00 | | 10 | 90.00 | 50.00/ 45.00 | 135.00
2 | 602 | 6.00% | 2,000.00 | | | 120.00 | 50.00/ 60.00 | 180.00
3 | 612 | RM50.00 per card | 0.00 | 30/ 40 | | 2,500.00 | 50.00/ 1,250.00 | 3,750.00
Page 1 Of 1
Back
CJP System © 2013
100%

Figure 7.2–CJP1 form for Service Tax submitted successfully

16. If you decide to submit CJP1 later, draft CJP1 will appear under the menu [Service Tax]-[Tax Return Maintenance]-[ Tax Return (Draft)] Figure 7.3

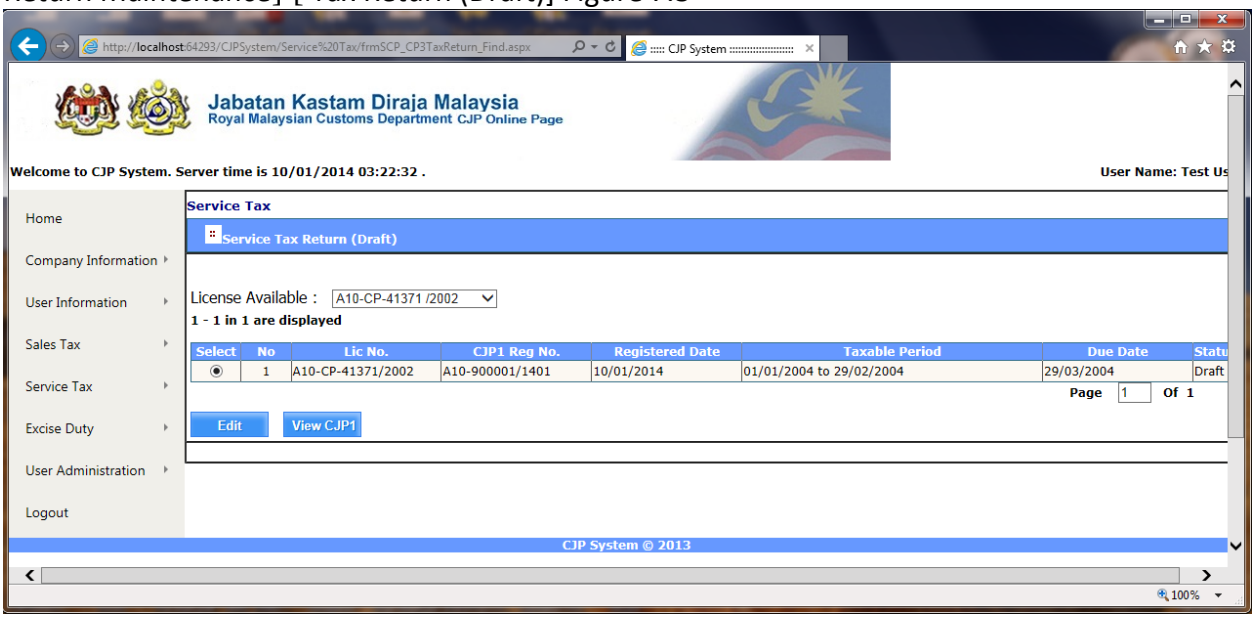

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:22:32 .
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Service Tax
Service Tax Return (Draft)
License Available : A10-CP-41371 /2002
1 - 1 in 1 are displayed
Select | No | Lic No. | CJP1 Reg No. | Registered Date | Taxable Period | Due Date | Statu
1 | A10-CP-41371/2002 | A10-900001/1401 | 10/01/2014 | 01/01/2004 to 29/02/2004 | 29/03/2004 | Draft
Page 1 Of 1
Edit
View CJP1
CJP System © 2013

Figure 7.3–CJP1 form for Service Tax (Draft)

17. If you have submitted your CJP1, submitted CJP1 will appear under the menu [Service Tax]-[Tax Return Maintenance]-[Tax Return (Submitted)] Figure 7.4

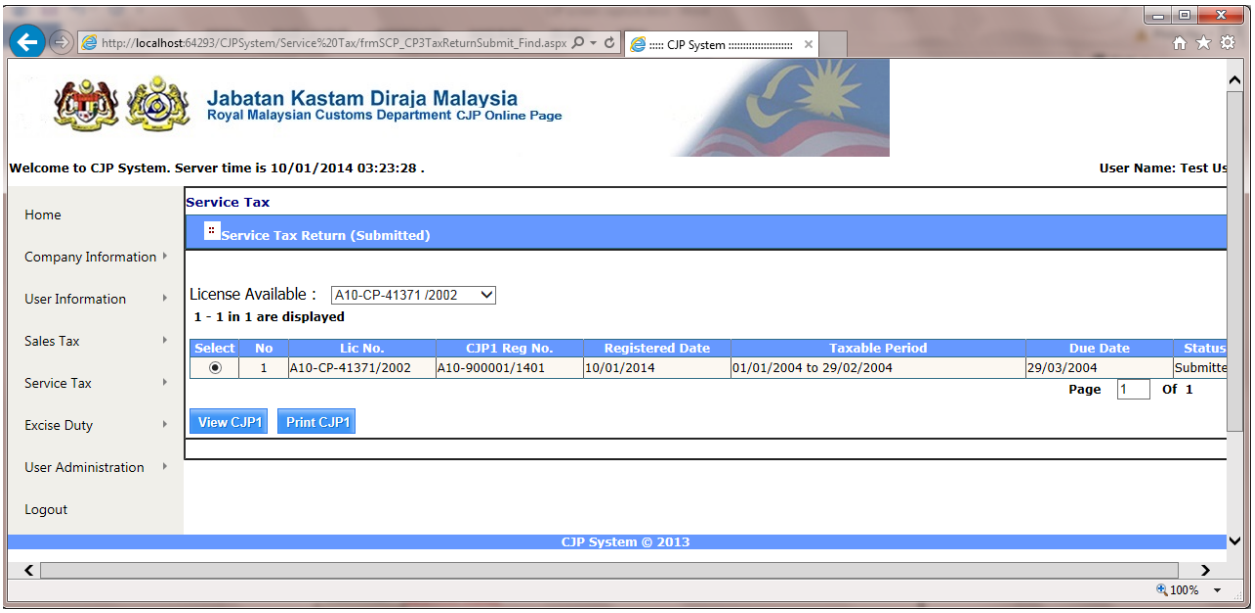

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:23:28 .
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Service Tax
Service Tax Return (Submitted)
License Available : A10-CP-41371 /2002
1 - 1 in 1 are displayed
Select | No | Lic No. | CJP1 Reg No. | Registered Date | Taxable Period | Due Date | Status
1 | A10-CP-41371/2002 | A10-900001/1401 | 10/01/2014 | 01/01/2004 to 29/02/2004 | 29/03/2004 | Submitte
Page 1 Of 1
View CJP1
Print CJP1
CJP System © 2013

Figure 7.4– Submitted CJP1 form for Service Tax

18. If your CJP1 has been paid, it will appear under the menu [Service Tax]-[Tax Return Maintenance]-[Tax Return (Paid)].

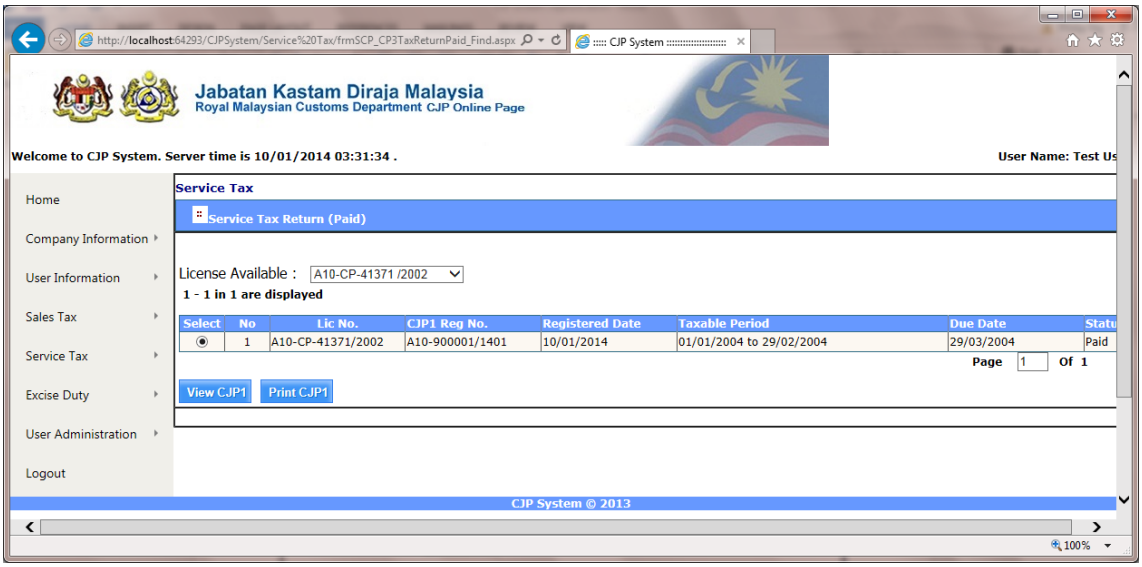



Figure 7.4a– Paid CJP1 form for Service Tax

19. To view the CJP1 form in pre-printed form, please click on the [Print CJP1] button. (Figure 7.5)

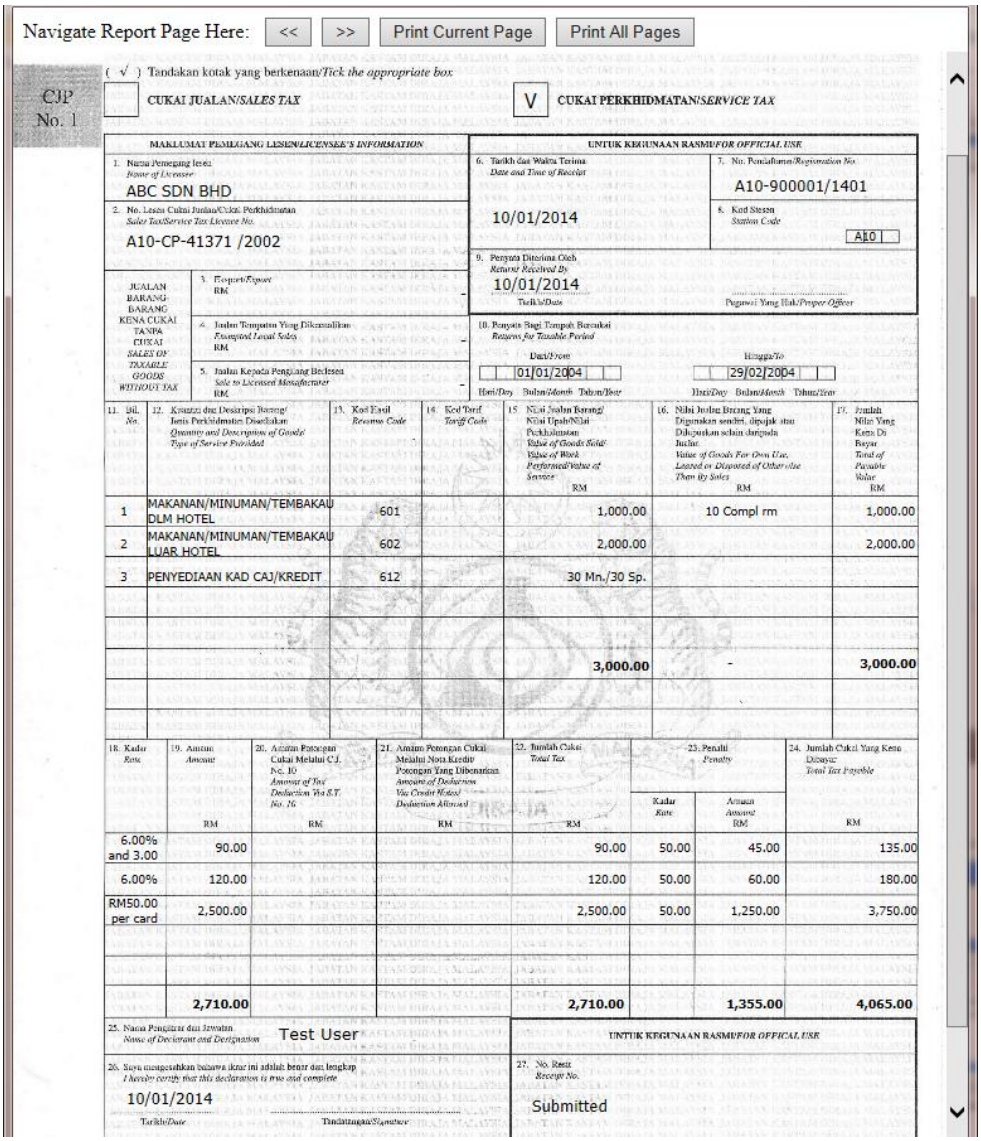
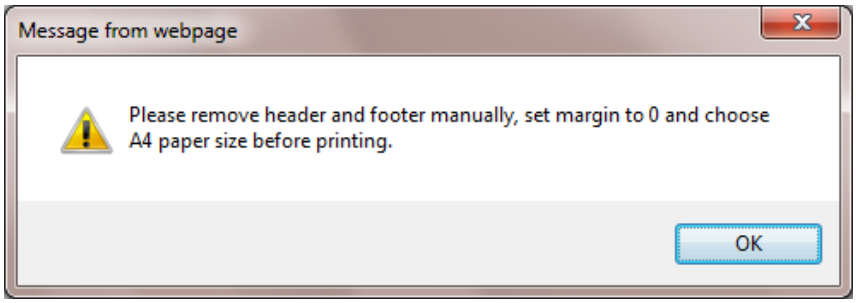

Navigate Report Page Here: << >> Print Current Page Print All Pages
CJP No. 1
( √ ) Tandakan kotak yang berkenaan/Tick the appropriate box
CUKAI JUALAN/SALES TAX
V
CUKAI PERKHIDMATAN/SERVICE TAX
MAKLUMAT PEMEGANG LESEN/LICENSEE'S INFORMATION
UNTUK KEGUNAAN RASMI/FOR OFFICIAL USE
1. Nama Pemegang Lesen/Name of Licensee
ABC SDN BHD
2. No. Lesen Cukai Jualan/Cukai Perkhidmatan/Sales Tax/Service Tax Licence No.
A10-CP-41371 /2002
6. Tarikh dan Waktu Terima/Date and Time of Receipt
10/01/2014
7. No. Pendaftaran/Registration No.
A10-900001/1401
8. Kod Stesen/Station Code
A10
9. Penyata Diterima Oleh/Returns Received By
10/01/2014
Tarikh/Date
Pegawai Yang Hak/Proper Officer
JUALAN BARANG-BARANG KENA CUKAI TANPA CUKAI/SALES OF TAXABLE GOODS WITHOUT TAX
3. Eksport/Export RM
4. Jualan Tempatan Yang Dikecualikan/Exempted Local Sales RM
5. Jualan Kepada Pengilang Berlesen/Sale to Licensed Manufacturer RM
10. Penyata Bagi Tempoh Bercukai/Returns for Taxable Period
Dari/From 01/01/2004
Hingga/To 29/02/2004
Hari/Day Bulan/Month Tahun/Year
11. Bil. No.
12. Kuantiti dan Deskripsi Barang/Jenis Perkhidmatan Disediakan/Quantity and Description of Goods/Type of Service Provided
13. Kod Hasil/Revenue Code
14. Kod Tarif/Tariff Code
15. Nilai Jualan Barang/Nilai Upah/Nilai Perkhidmatan/Value of Goods Sold/Value of Work Performed/Value of Service RM
16. Nilai Jualan Barang Yang Digunakan sendiri, dipajak atau Dilupuskan selain daripada Jualan/Value of Goods For Own Use, Leased or Disposed of Otherwise Than By Sales RM
17. Jumlah Nilai Yang Kena Di Bayar/Total of Payable Value RM
1 MAKANAN/MINUMAN/TEMBAKAU DLM HOTEL 601 1,000.00 10 Compl rm 1,000.00
2 MAKANAN/MINUMAN/TEMBAKAU LUAR HOTEL 602 2,000.00 2,000.00
3 PENYEDIAAN KAD CAJ/KREDIT 612 30 Mn./30 Sp.
3,000.00 - 3,000.00
18. Kadar/Rate
19. Amaun/Amount RM
20. Amaun Potongan Cukai Melalui C.J. No. 10/Amount of Tax Deduction Via S.T. No. 16 RM
21. Amaun Potongan Cukai Melalui Nota Kredit/Potongan Yang Dibenarkan/Amount of Deduction Via Credit Notes/Deduction Allowed RM
22. Jumlah Cukai/Total Tax RM
23. Penalti/Penalty Kadar/Rate Amaun/Amount RM
24. Jumlah Cukai Yang Kena Dibayar/Total Tax Payable RM
6.00% and 3.00 90.00 90.00 50.00 45.00 135.00
6.00% 120.00 120.00 50.00 60.00 180.00
RM50.00 per card 2,500.00 2,500.00 50.00 1,250.00 3,750.00
2,710.00 2,710.00 1,355.00 4,065.00
25. Nama Pengisi dan Jawatan/Name of Declarant and Designation
Test User
UNTUK KEGUNAAN RASMI/FOR OFFICIAL USE
26. Saya mengesahkan bahawa iktar ini adalah benar dan lengkap/I hereby certify that this declaration is true and complete
10/01/2014
Tarikh/Date Tandatangan/Signature
27. No. Resit/Receipt No.
Submitted

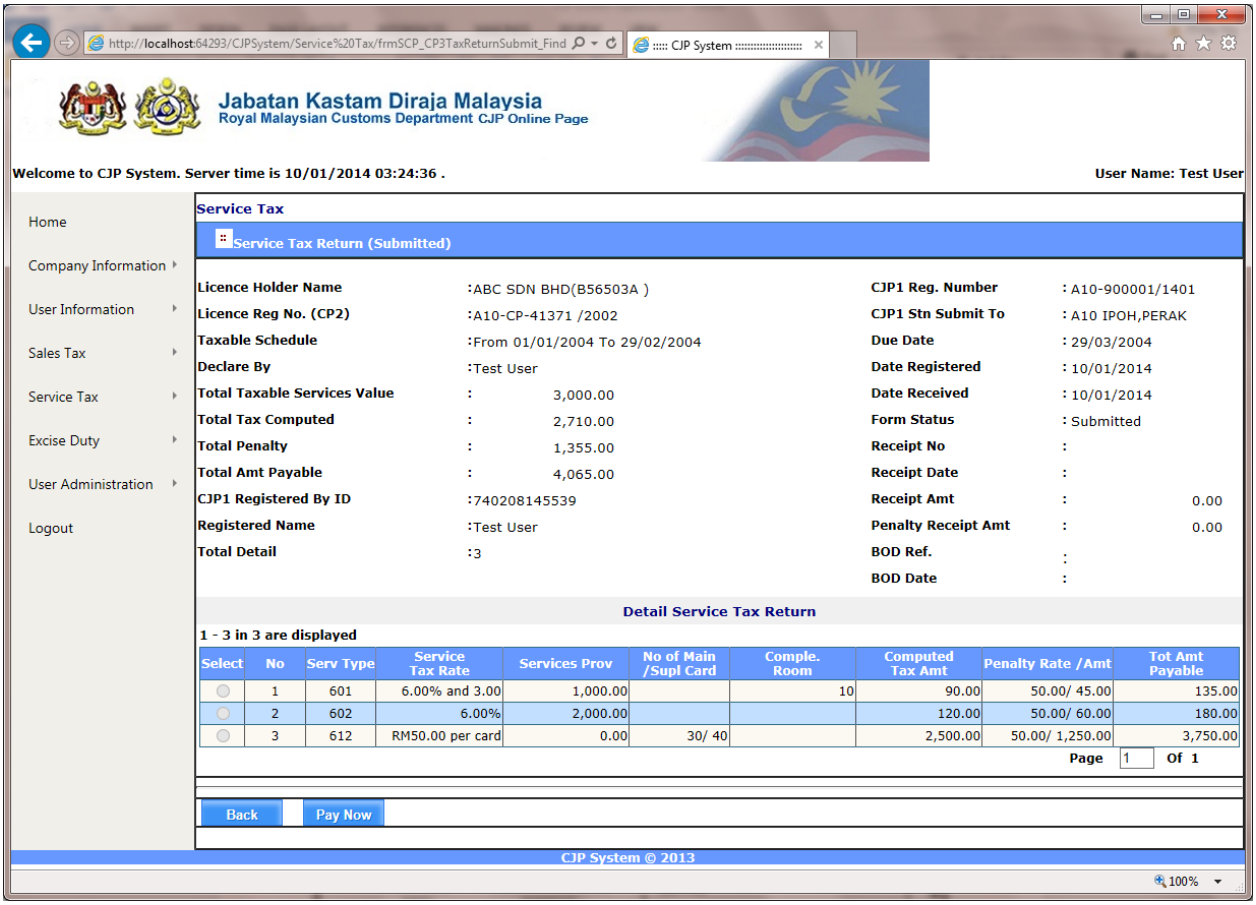
Figure 7.5–CJP1 form for Service Tax

20. To print current page of CJP1 form, please click on the [Print Current Page] or click on [Print All Pages] to print all. For Print All Pages, you will be prompted with instruction for each pages that you need to be printed on top of the pre-printed form. System will automatically adjust 5 record per page for you to fit in the form. Please remove the browser header and footer manually, set margin to 0 and choose A4 paper size before printing the form.


Message from webpage
Please remove header and footer manually, set margin to 0 and choose A4 paper size before printing.
OK

## 6.3 To Pay the CJP1 Service Tax Return Using Online Payment Gateway

1. If you have submitted your CJP1, submitted CJP1 will appear under the menu [Service Tax]-[Tax Return Maintenance]-[Tax Return (Submitted) Figure 7.4
2. Select the radio button of the CJP1 form that you would like to pay and click on [View CJP1] button. Figure 7.6


Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:24:36 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Service Tax
Service Tax Return (Submitted)
Licence Holder Name :ABC SDN BHD(B56503A )
Licence Reg No. (CP2) :A10-CP-41371 /2002
Taxable Schedule :From 01/01/2004 To 29/02/2004
Declare By :Test User
Total Taxable Services Value : 3,000.00
Total Tax Computed : 2,710.00
Total Penalty : 1,355.00
Total Amt Payable : 4,065.00
CJP1 Registered By ID :740208145539
Registered Name :Test User
Total Detail :3
CJP1 Reg. Number : A10-900001/1401
CJP1 Stn Submit To : A10 IPOH,PERAK
Due Date : 29/03/2004
Date Registered : 10/01/2014
Date Received : 10/01/2014
Form Status : Submitted
Receipt No :
Receipt Date :
Receipt Amt : 0.00
Penalty Receipt Amt : 0.00
BOD Ref. :
BOD Date :
Detail Service Tax Return
1 - 3 in 3 are displayed
Select | No | Serv Type | Service Tax Rate | Services Prov | No of Main /Supl Card | Comple. Room | Computed Tax Amt | Penalty Rate /Amt | Tot Amt Payable
1 | 601 | 6.00% and 3.00 | 1,000.00 | | 10 | 90.00 | 50.00/ 45.00 | 135.00
2 | 602 | 6.00% | 2,000.00 | | | 120.00 | 50.00/ 60.00 | 180.00
3 | 612 | RM50.00 per card | 0.00 | 30/ 40 | | 2,500.00 | 50.00/ 1,250.00 | 3,750.00
Page 1 Of 1
Back
Pay Now
CJP System © 2013
Figure 7.6 – CJP1 form ready for payment

3. Click on the [Pay Now] button.

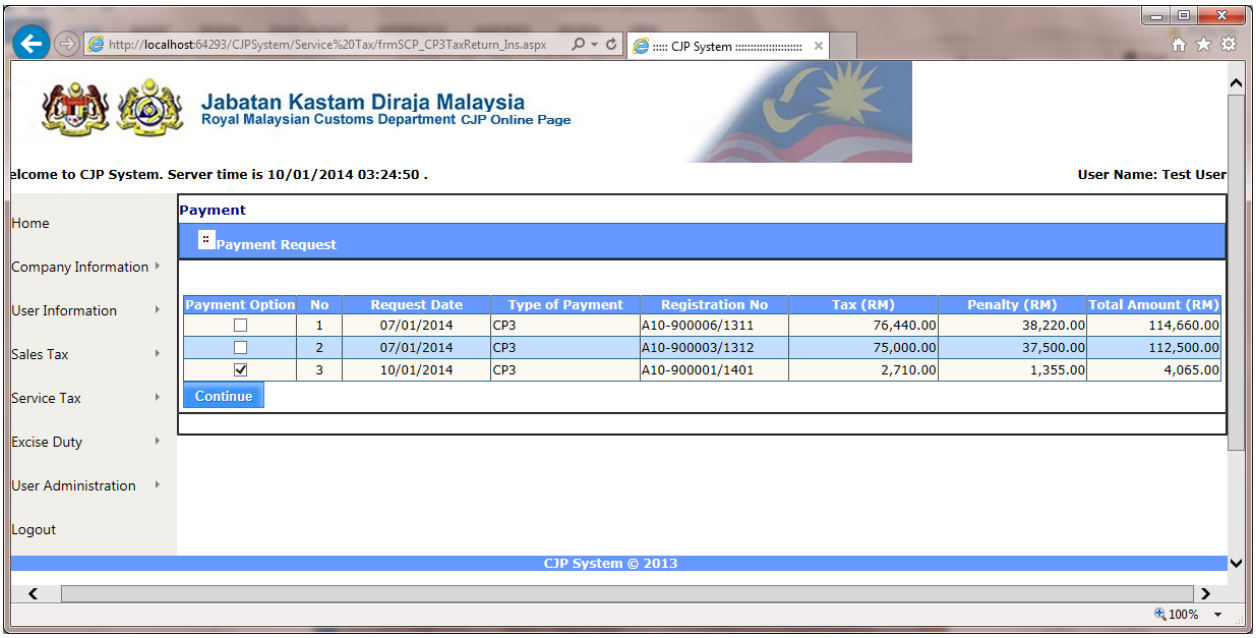

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
elcome to CJP System. Server time is 10/01/2014 03:24:50 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Payment
Payment Request
Payment Option | No | Request Date | Type of Payment | Registration No | Tax (RM) | Penalty (RM) | Total Amount (RM)
1 | 07/01/2014 | CP3 | A10-900006/1311 | 76,440.00 | 38,220.00 | 114,660.00
2 | 07/01/2014 | CP3 | A10-900003/1312 | 75,000.00 | 37,500.00 | 112,500.00
3 | 10/01/2014 | CP3 | A10-900001/1401 | 2,710.00 | 1,355.00 | 4,065.00
Continue
CJP System © 2013

Figure 7.7 – Payment request selection

4. Tick the Form that you would like to make payment and click the [Continue] button. (Figure 7.7)

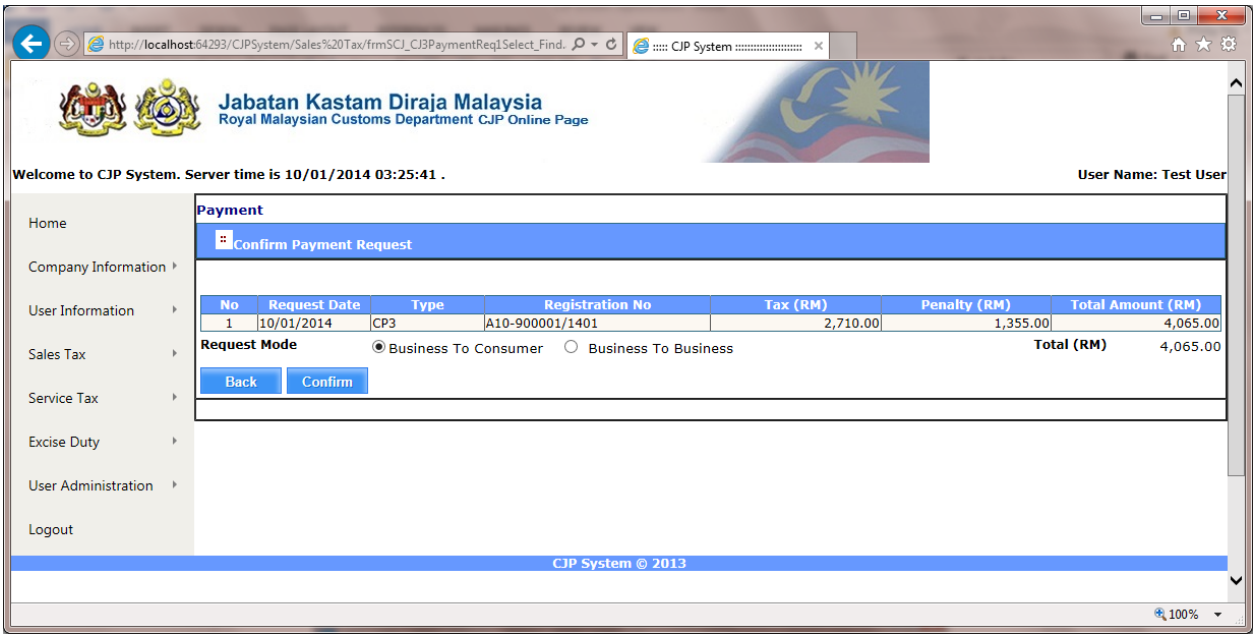

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:25:41 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Payment
Confirm Payment Request
No | Request Date | Type | Registration No | Tax (RM) | Penalty (RM) | Total Amount (RM)
1 | 10/01/2014 | CP3 | A10-900001/1401 | 2,710.00 | 1,355.00 | 4,065.00
Request Mode
Business To Consumer
Business To Business
Total (RM) 4,065.00
Back
Confirm
CJP System © 2013

Figure 7.8 – Payment confirmation

5. Press the [Confirm] button and you will be prompt whether you are sure to proceed to online payment gateway Figure 7.9.
   Note: Please make sure your browser pop up blocker is off or set to always allow this website to pop up before you continue.

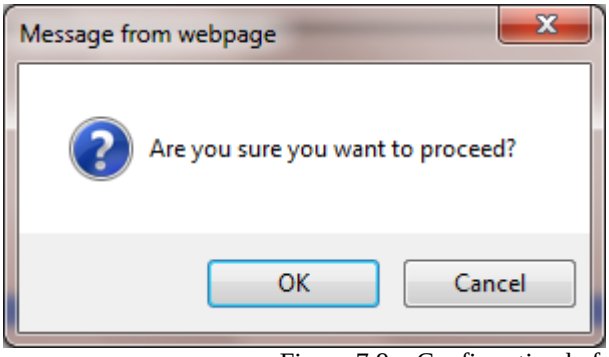



Figure 7.9 – Confirmation before proceeding to online gateway

6. Press the [Confirm] button and you will be prompt whether you are sure to proceed to online payment gateway

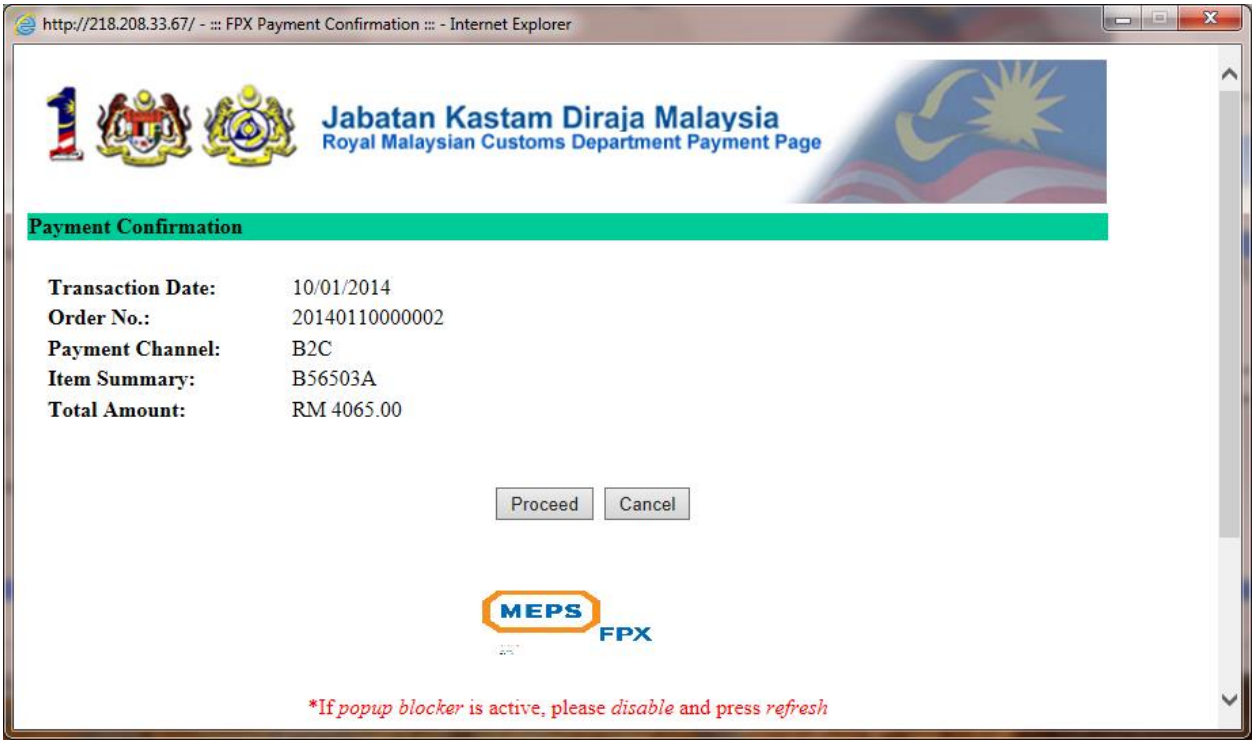

http://218.208.33.67/ - ::: FPX Payment Confirmation ::: - Internet Explorer
Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department Payment Page
Payment Confirmation
Transaction Date: 10/01/2014
Order No.: 20140110000002
Payment Channel: B2C
Item Summary: B56503A
Total Amount: RM 4065.00
Proceed
Cancel
MEPS FPX
*If popup blocker is active, please disable and press refresh

Figure 8.0 – Online Payment Gateway Step 1

7. Make sure your pop up blocker is off or set to always allow this website to pop up before you continue. Click [Proceed] button to continue. Figure 8.0

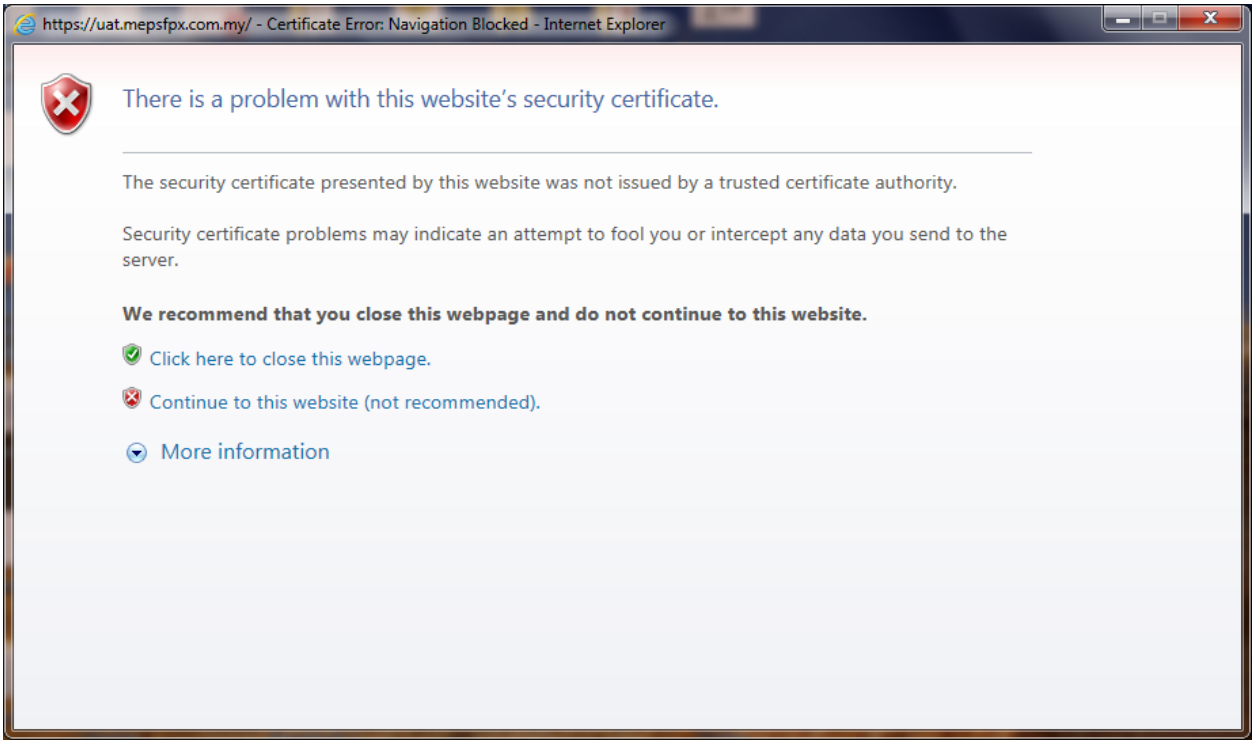

https://uat.mepsfpx.com.my/ - Certificate Error: Navigation Blocked - Internet Explorer
There is a problem with this website's security certificate.
The security certificate presented by this website was not issued by a trusted certificate authority.
Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.
We recommend that you close this webpage and do not continue to this website.
Click here to close this webpage.
Continue to this website (not recommended).
More information

Figure 8.1 – Online Payment Gateway Step 2

8. If you receive this certificate warning, please click [Continue to this website] to continue. Figure 8.1

https://uat.mepsfpx.com.my/ - ::: MyClear - FPX ::: - Internet Explorer
MEPS FPX
Simple. Convenient. Secure
National Internet Payment Gateway
Payment Details
PAGE 1 2 3 4
Bank Selection
Merchant Name : JABATAN KASTAM DIRAJA MALAYSIA CJP
Merchant Order No. : 20140110000002
FPX Transaction ID : 1401101523430395
Product Description : B56503A
Amount : RM 4,065.00
Select your Retail / Corporate Internet Banking
Retail Banking
BANK ISLAM
CIMB Clicks
HongLeong Bank Connect
maybank2u.com
PBeBank.com
RHB Now
TEST BANK A (Successful Txn Only)
TEST BANK B (Successful Txn Only)
TEST BANK C (Unsuccessful Txn Only)

Figure 8.2 – Online Payment Gateway Step 3

9. Please choose your bank of choice before click the [Continue] button to bring you to your own online banking website. Figure 8.2

10. Please login using your own bank username and password and confirm the transaction amount. Once you are done, you will be prompt the complete transaction page. Click [Click Here to Complete Your Transaction] Figure 8.3

https://uat.mepsfpx.com.my/ - ::: MyClear - FPX ::: - Internet Explorer
MEPS FPX
Simple. Convenient. Secure
National Internet Payment Gateway
PAGE 1 2 3 4
FPX Status Page
Payment Details
Merchant Name : JABATAN KASTAM DIRAJA MALAYSIA CJP
Merchant Order No. : 20140110000002
FPX Transaction ID : 1401101523430395
Product Description : B56503A
Amount : RM 4,065.00
Transaction Status : Approved
Date & Time : 10-Jan-2014 15:22:25
Buyer Bank : TESTBANK A
Bank Reference No. : 52442
Print
Click Here to Complete Your Transaction
You will be redirected to the merchant's page in 31 seconds.
Page 4 of 4 - Merchant Confirmation Page. Select "Click Here to Complete Your Transaction" for Merchant

Figure 8.3 – Online Payment Gateway Step 4

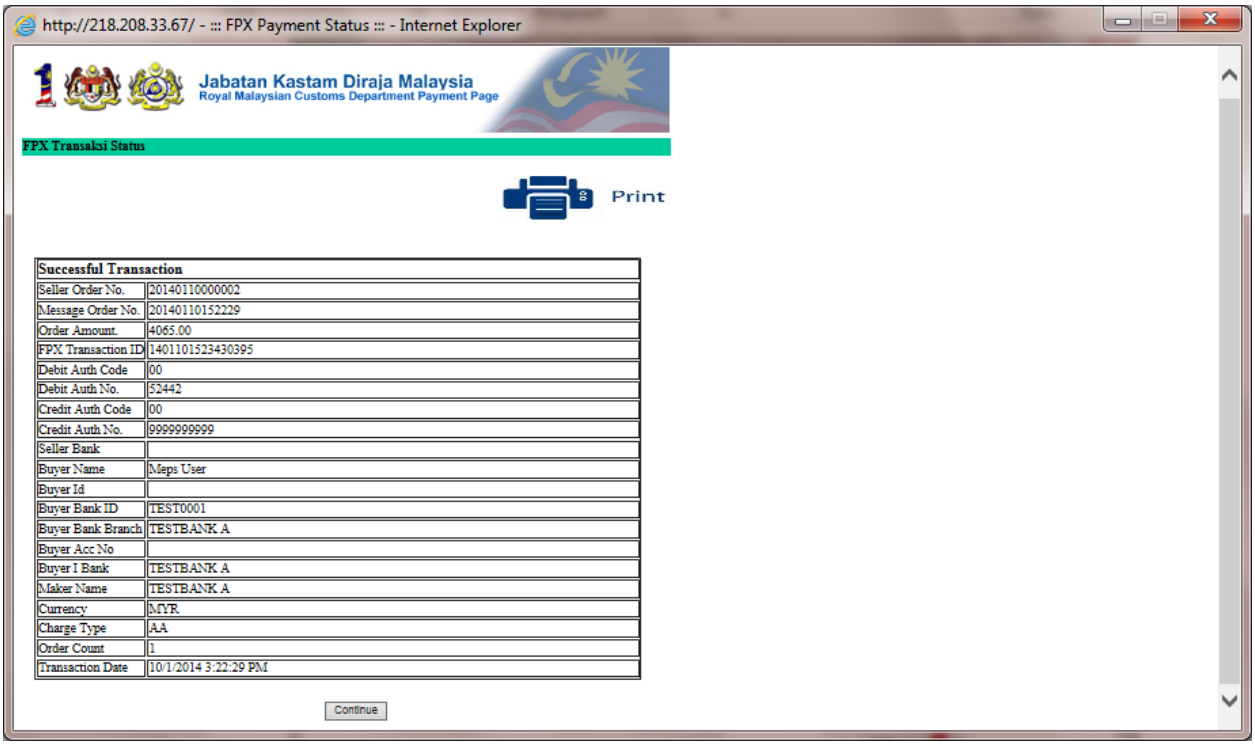



Figure 8.4 – Online Payment Gateway Step 5

11. You will receive the complete transaction pages, please click [Continue] at the bottom of the page to continue. Figure 8.4

12. The last step you will see the following page at our website to indicate the Payment Request has been completed successfully. Click [OK] to close the screen. Figure 8.5

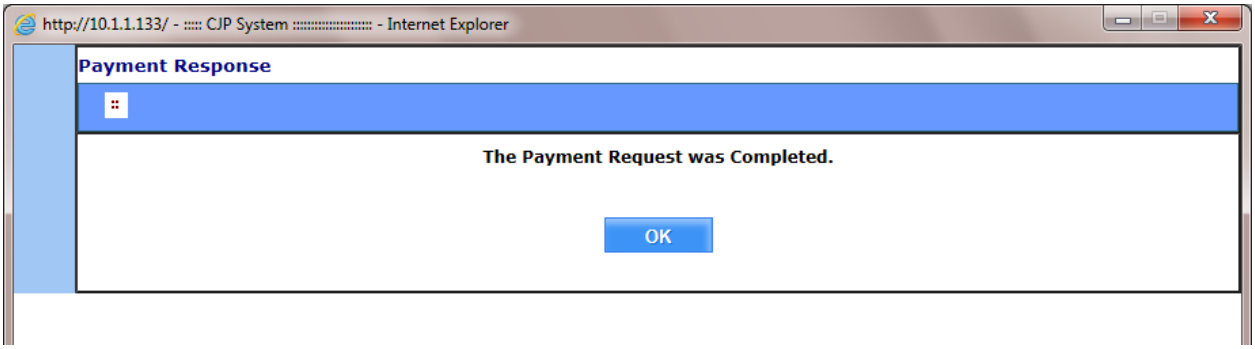
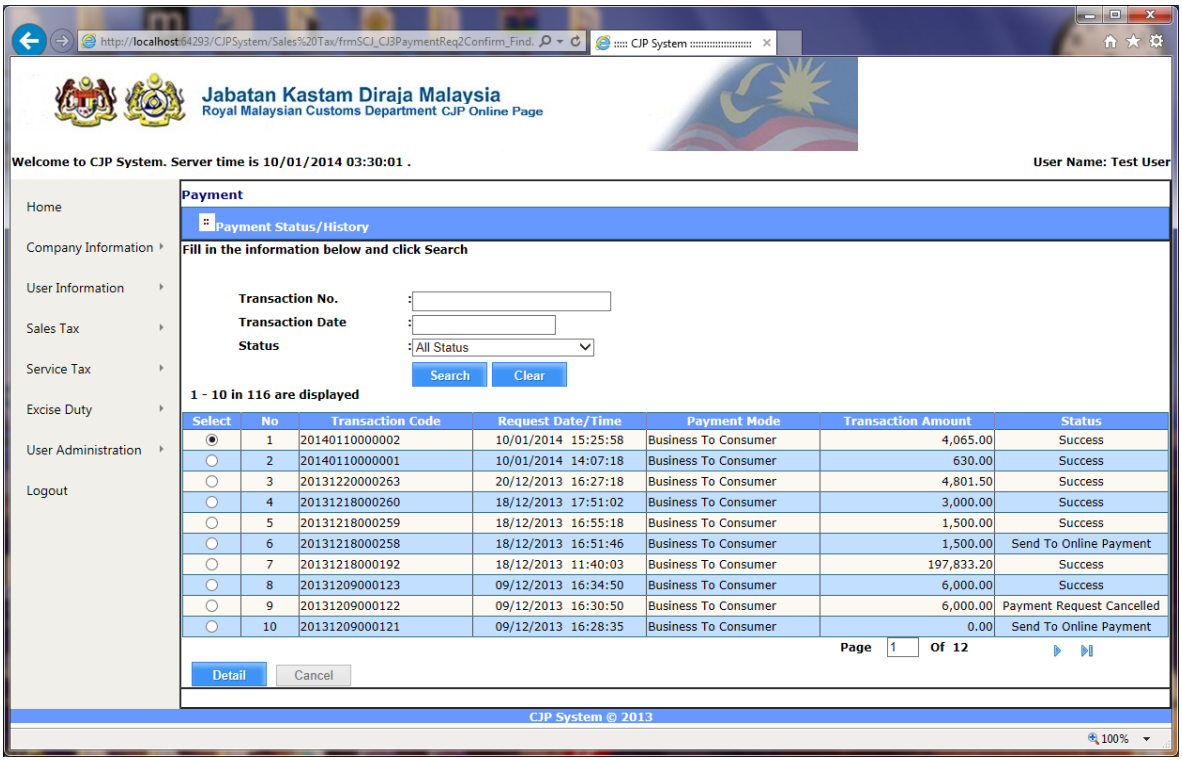


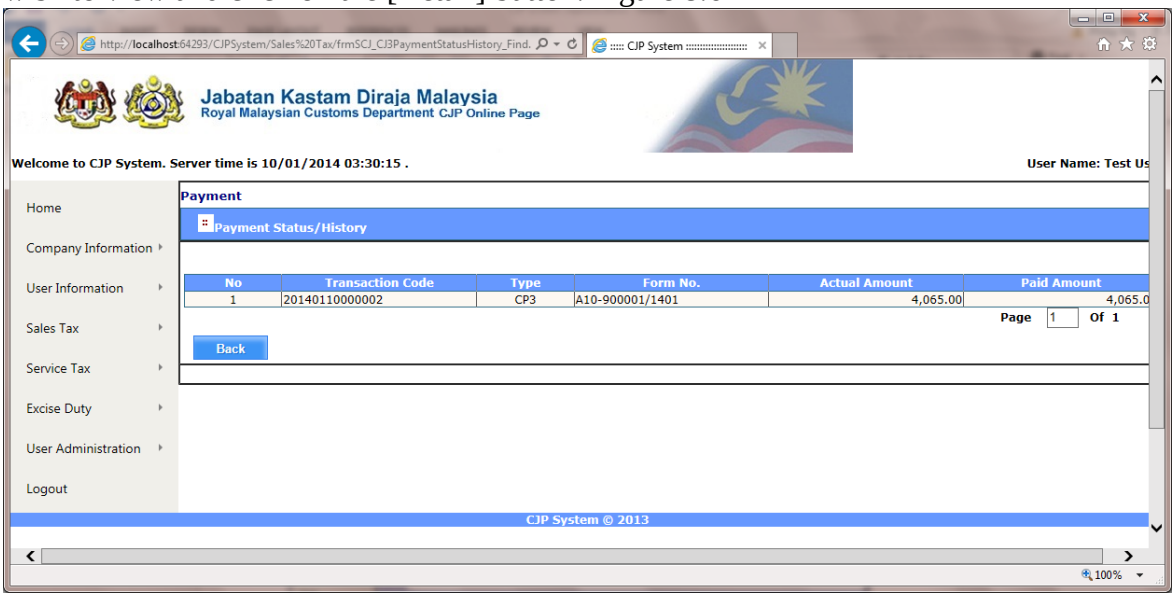

Figure 8.5 – Online Payment Gateway Step 6

## 6.4 To View the Status of Your Payment Request

1. To view the status of your payment request, please go to menu [Service Tax]-[Payment]-[Payment Status/History] Figure 8.6


Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:30:01 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Payment
Payment Status/History
Fill in the information below and click Search
Transaction No.
Transaction Date
Status
All Status
Search
Clear
1 - 10 in 116 are displayed
Select | No | Transaction Code | Request Date/Time | Payment Mode | Transaction Amount | Status
1 | 20140110000002 | 10/01/2014 15:25:58 | Business To Consumer | 4,065.00 | Success
2 | 20140110000001 | 10/01/2014 14:07:18 | Business To Consumer | 630.00 | Success
3 | 20131220000263 | 20/12/2013 16:27:18 | Business To Consumer | 4,801.50 | Success
4 | 20131218000260 | 18/12/2013 17:51:02 | Business To Consumer | 3,000.00 | Success
5 | 20131218000259 | 18/12/2013 16:55:18 | Business To Consumer | 1,500.00 | Success
6 | 20131218000258 | 18/12/2013 16:51:46 | Business To Consumer | 1,500.00 | Send To Online Payment
7 | 20131218000192 | 18/12/2013 11:40:03 | Business To Consumer | 197,833.20 | Success
8 | 20131209000123 | 09/12/2013 16:34:50 | Business To Consumer | 6,000.00 | Success
9 | 20131209000122 | 09/12/2013 16:30:50 | Business To Consumer | 6,000.00 | Payment Request Cancelled
10 | 20131209000121 | 09/12/2013 16:28:35 | Business To Consumer | 0.00 | Send To Online Payment
Page 1 Of 12
Detail
Cancel
CJP System © 2013
Figure 8.6 – Payment Status/History

2. To view the detail of your payment request, select the radio button of the transaction that you wish to view and click on the [Detail] button. Figure 8.6


Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:30:15 .
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Payment
Payment Status/History
No | Transaction Code | Type | Form No. | Actual Amount | Paid Amount
1 | 20140110000002 | CP3 | A10-900001/1401 | 4,065.00 | 4,065.0
Page 1 Of 1
Back
CJP System © 2013
Figure 8.6 – Payment Status/History Detail

## 6.5 To Print Your Official Payment Receipt

1. To print official payment receipt, please go to menu [Service Tax]-[Payment]-[ Payment Receipt] Figure 8.7

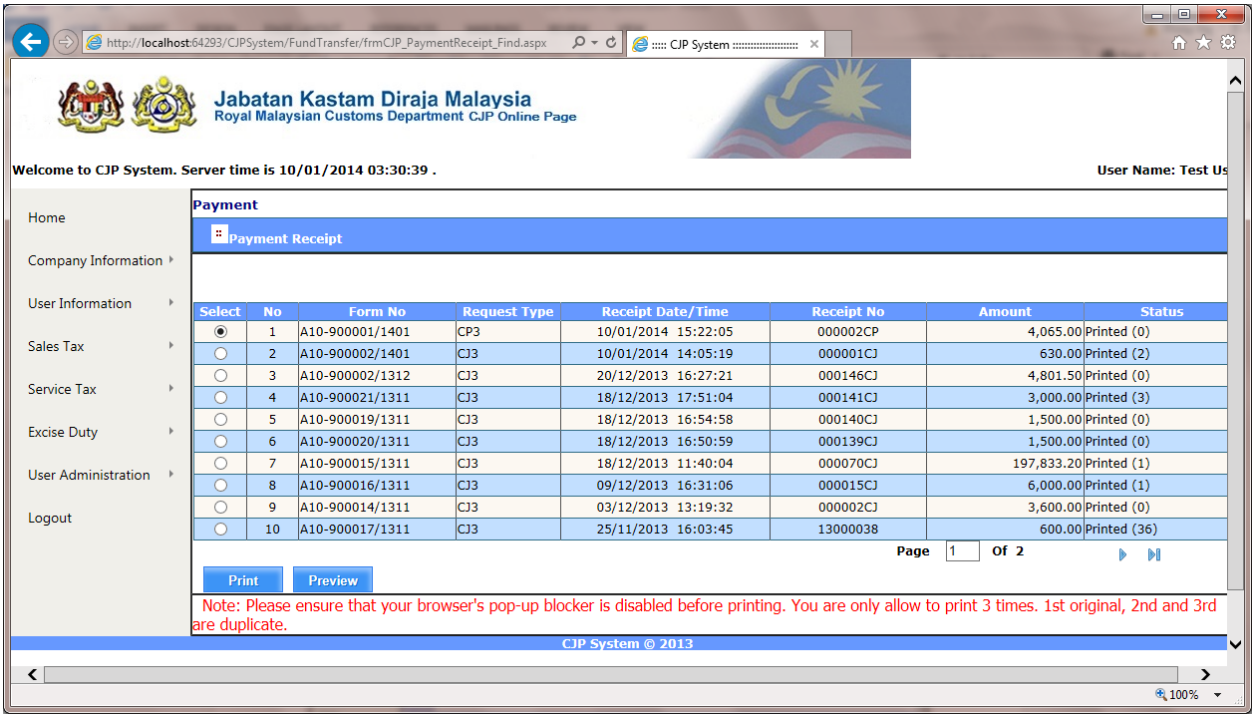

http://localhost:64293/CJPSystem/FundTransfer/frmCJP_PaymentReceipt_Find.aspx
CJP System
Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:30:39 .
User Name: Test Us
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Payment
Payment Receipt
Select | No | Form No | Request Type | Receipt Date/Time | Receipt No | Amount | Status
1 | A10-900001/1401 | CP3 | 10/01/2014 15:22:05 | 000002CP | 4,065.00 | Printed (0)
2 | A10-900002/1401 | CJ3 | 10/01/2014 14:05:19 | 000001CJ | 630.00 | Printed (2)
3 | A10-900002/1312 | CJ3 | 20/12/2013 16:27:21 | 000146CJ | 4,801.50 | Printed (0)
4 | A10-900021/1311 | CJ3 | 18/12/2013 17:51:04 | 000141CJ | 3,000.00 | Printed (3)
5 | A10-900019/1311 | CJ3 | 18/12/2013 16:54:58 | 000140CJ | 1,500.00 | Printed (0)
6 | A10-900020/1311 | CJ3 | 18/12/2013 16:50:59 | 000139CJ | 1,500.00 | Printed (0)
7 | A10-900015/1311 | CJ3 | 18/12/2013 11:40:04 | 000070CJ | 197,833.20 | Printed (1)
8 | A10-900016/1311 | CJ3 | 09/12/2013 16:31:06 | 000015CJ | 6,000.00 | Printed (1)
9 | A10-900014/1311 | CJ3 | 03/12/2013 13:19:32 | 000002CJ | 3,600.00 | Printed (0)
10 | A10-900017/1311 | CJ3 | 25/11/2013 16:03:45 | 13000038 | 600.00 | Printed (36)
Page 1 Of 2
Print
Preview
Note: Please ensure that your browser's pop-up blocker is disabled before printing. You are only allow to print 3 times. 1st original, 2nd and 3rd are duplicate.
CJP System © 2013
100%

Figure 8.7 – Payment Receipt

2. To Preview the receipt, select the radio button of the transaction that you wish to preview and click on the [Preview] button. (Figure 8.7). You are require to turn off the pop up blocker before printing or previewing the receipt. Preview receipt is not an official receipt. Figure 8.8. To exit the preview, click on the cross button of the open window.

Figure 8.8 – Preview Receipt

3. To print the receipt, select the radio button of the transaction that you wish to preview and click on the [Print] button. Figure 8.9

**KERAJAAN MALAYSIA**
**Jabatan Kastam Diraja Malaysia**
**Resit Rasmi/*Official Receipt***
**ASAL / ORIGINAL**

No Resit/Receipt No: 000002CP
Tarikh/Date: 10-01-2014
Masa/Time: 15:22:05
Kod Stesen/Station Code: A10, IPOH,PERAK
/2/0/1/4/0/0/0/0/0/0/2/__/__

Maklumat Pembayar/: ABC SDN BHD

*Payee Details* 888, Jln Desa Bukit Antara 2, Taman Antara, 56100 KualaLumpur

No.Pendaftaran/Lain-Lain/ B56503A

*Registration No/Others*

| Perihal Transaksi/ *Transaction Details* | Cara Bayaran/ *Method Of Payment* | No Pendaftaran/ *Registration No* | Amaun(RM) *Amount* |
|---|---|---|---|
| Pembayaran Cukai Perkhidmatan | EFT | A10-900001/1401 | RM 4,065.00 ******** |

Ringgit Malaysia/: Empat Ribu Enam Puluh Lima Sahaja
*Malaysian Ringgit*

No Kebenaran: BPKS(8.15)248-11(6)

740208145539/ 03:31:04/ 10/01/2014

Figure 8.9 –Original Copy of Receipt

4. The first printed copy will be original copy (Figure 8.9) and subsequent 2nd and 3rd printed copy will be duplicated copy (Figure 9.0). You are only allow to print 3 times.

**KERAJAAN MALAYSIA**
**Jabatan Kastam Diraja Malaysia**
**Resit Rasmi/*Official Receipt***
**SALINAN / COPY**

No Resit/Receipt No: 000002CP
Tarikh/Date: 10-01-2014
Masa/Time: 15:22:05
Kod Stesen/Station Code: A10, IPOH,PERAK
/2/0/1/4/0/0/0/0/0/0/2/__/__

Maklumat Pembayar/: ABC SDN BHD

*Payee Details* 888, Jln Desa Bukit Antara 2, Taman Antara, 56100 KualaLumpur

No.Pendaftaran/Lain-Lain/ B56503A

*Registration No/Others*

| Perihal Transaksi/ *Transaction Details* | Cara Bayaran/ *Method Of Payment* | No Pendaftaran/ *Registration No* | Amaun(RM) *Amount* |
|---|---|---|---|
| Pembayaran Cukai Perkhidmatan | EFT | A10-900001/1401 | RM 4,065.00 ******** |

Ringgit Malaysia/: Empat Ribu Enam Puluh Lima Sahaja
*Malaysian Ringgit*

No Kebenaran: BPKS(8.15)248-11(6)

740208145539/ 03:31:18/ 10/01/2014

Figure 9.0 –Duplicate Copy of Receipt

## 6.6 To View Historical Paid Penalty Record

1. To view historical paid penalty record, please go to menu [Service Tax]-[Penalty]-[Penalty Status] Figure 9.1

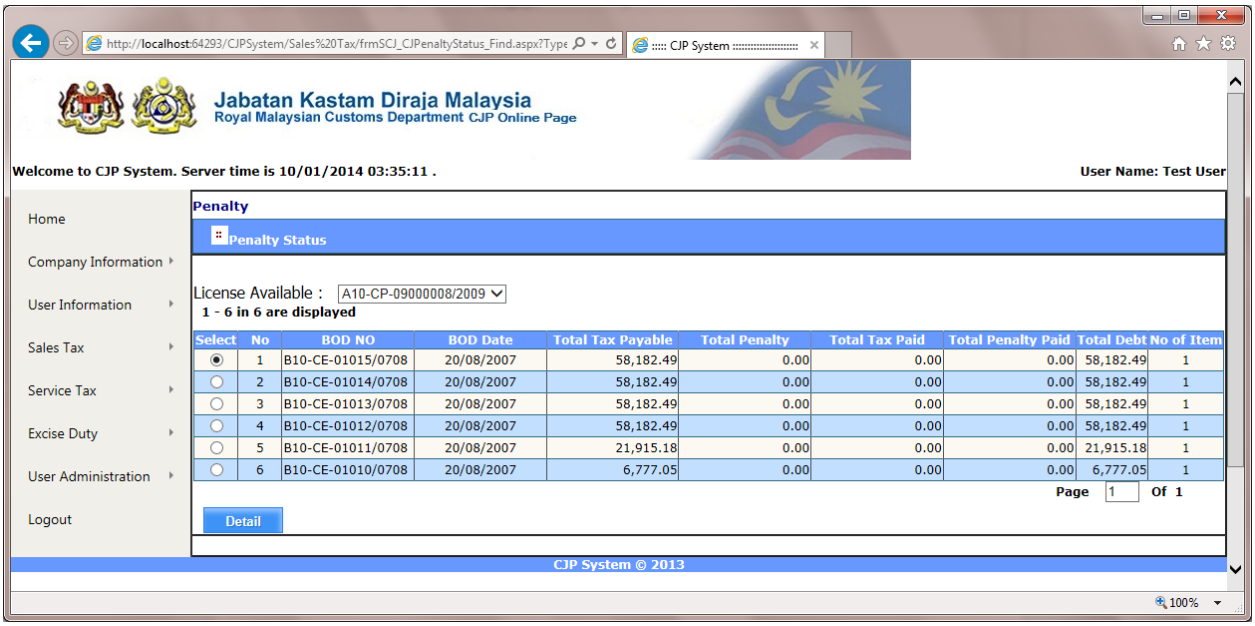

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:35:11 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Penalty
Penalty Status
License Available : A10-CP-09000008/2009
1 - 6 in 6 are displayed
Select | No | BOD NO | BOD Date | Total Tax Payable | Total Penalty | Total Tax Paid | Total Penalty Paid | Total Debt | No of Item
1 | B10-CE-01015/0708 | 20/08/2007 | 58,182.49 | 0.00 | 0.00 | 0.00 | 58,182.49 | 1
2 | B10-CE-01014/0708 | 20/08/2007 | 58,182.49 | 0.00 | 0.00 | 0.00 | 58,182.49 | 1
3 | B10-CE-01013/0708 | 20/08/2007 | 58,182.49 | 0.00 | 0.00 | 0.00 | 58,182.49 | 1
4 | B10-CE-01012/0708 | 20/08/2007 | 58,182.49 | 0.00 | 0.00 | 0.00 | 58,182.49 | 1
5 | B10-CE-01011/0708 | 20/08/2007 | 21,915.18 | 0.00 | 0.00 | 0.00 | 21,915.18 | 1
6 | B10-CE-01010/0708 | 20/08/2007 | 6,777.05 | 0.00 | 0.00 | 0.00 | 6,777.05 | 1
Page 1 Of 1
Detail
CJP System © 2013

Figure 9.1 – Penalty Status

2. To view detail of historical paid penalty record, please select the radio button and click the [Detail] button Figure 9.1

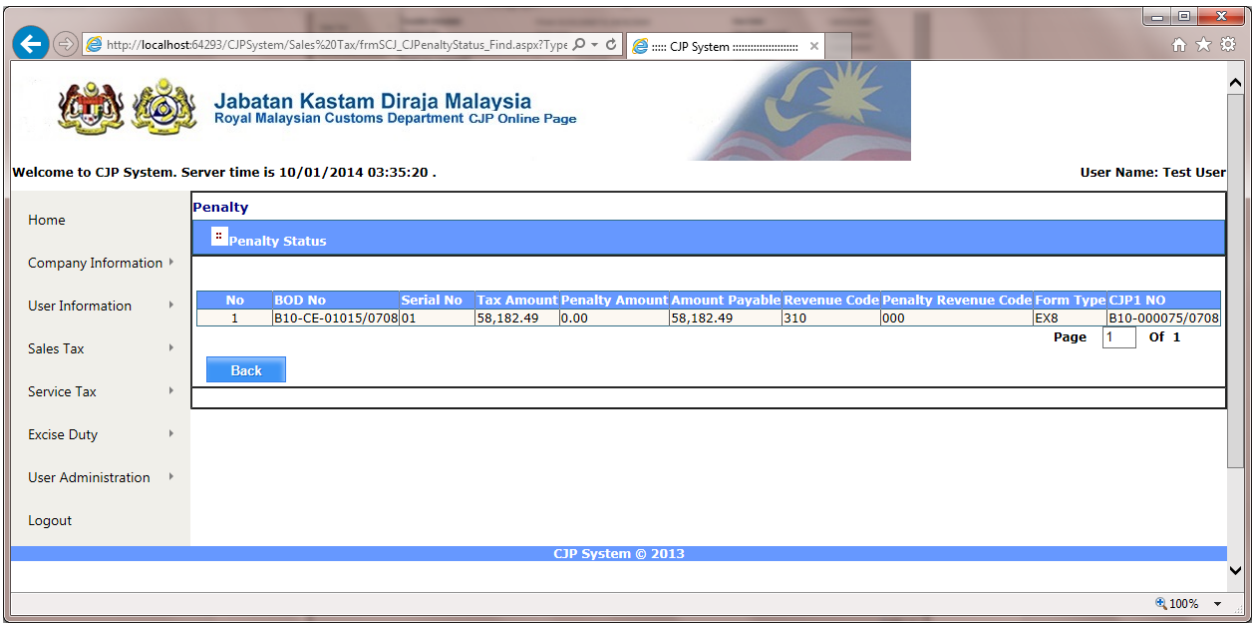

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:35:20 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Penalty
Penalty Status
No | BOD No | Serial No | Tax Amount | Penalty Amount | Amount Payable | Revenue Code | Penalty Revenue Code | Form Type | CJP1 NO
1 | B10-CE-01015/0708 | 01 | 58,182.49 | 0.00 | 58,182.49 | 310 | 000 | EX8 | B10-000075/0708
Page 1 Of 1
Back
CJP System © 2013

Figure 9.2 – Detail Penalty Status

## 6.7 To View Historical Paid Installment Record

1. To view the historical paid installment transaction, please go to menu [Service Tax]-[Penalty]-[Installment Status] Figure 9.3

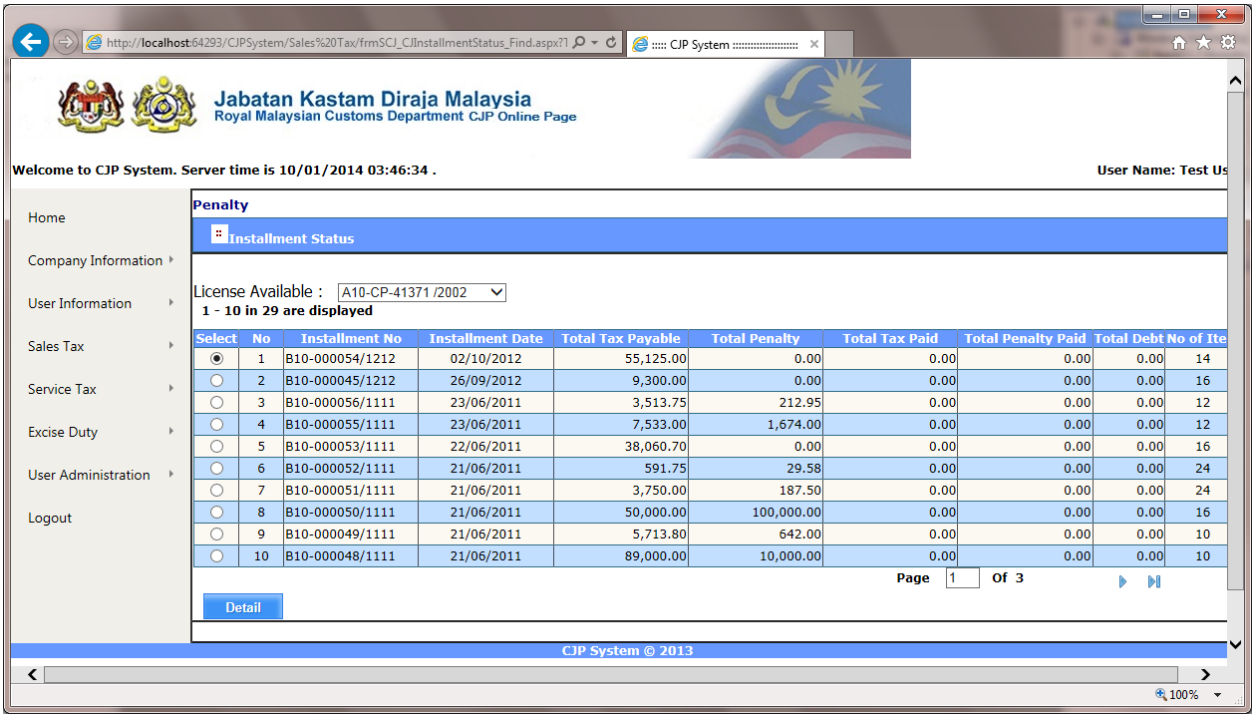



Figure 9.3 – Installment Status

2. To view detail of historical paid installment transaction, please select the radio button and click the [Detail] button. Figure 9.3

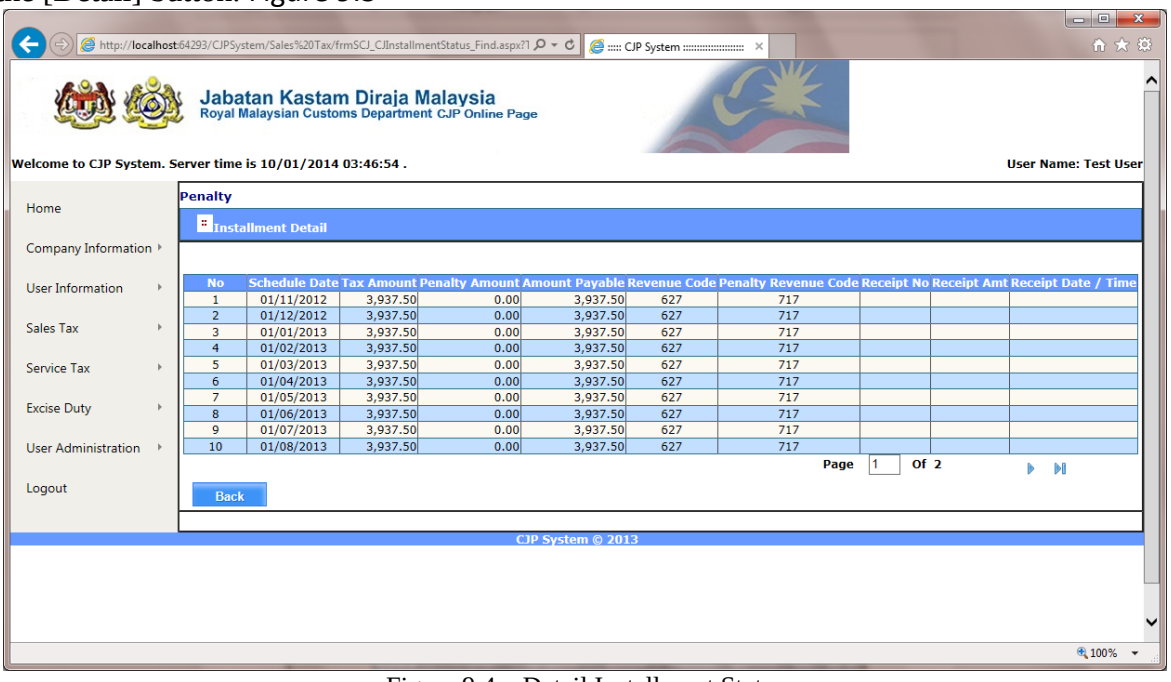

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:46:54 .
User Name: Test User
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
Penalty
Installment Detail
No | Schedule Date | Tax Amount | Penalty Amount | Amount Payable | Revenue Code | Penalty Revenue Code | Receipt No | Receipt Amt | Receipt Date / Time
1 | 01/11/2012 | 3,937.50 | 0.00 | 3,937.50 | 627 | 717
2 | 01/12/2012 | 3,937.50 | 0.00 | 3,937.50 | 627 | 717
3 | 01/01/2013 | 3,937.50 | 0.00 | 3,937.50 | 627 | 717
4 | 01/02/2013 | 3,937.50 | 0.00 | 3,937.50 | 627 | 717
5 | 01/03/2013 | 3,937.50 | 0.00 | 3,937.50 | 627 | 717
6 | 01/04/2013 | 3,937.50 | 0.00 | 3,937.50 | 627 | 717
7 | 01/05/2013 | 3,937.50 | 0.00 | 3,937.50 | 627 | 717
8 | 01/06/2013 | 3,937.50 | 0.00 | 3,937.50 | 627 | 717
9 | 01/07/2013 | 3,937.50 | 0.00 | 3,937.50 | 627 | 717
10 | 01/08/2013 | 3,937.50 | 0.00 | 3,937.50 | 627 | 717
Page 1 Of 2
Back
CJP System © 2013

Figure 9.4 – Detail Installment Status

# 7 User Administration

## *7.1 To Create Internal CJP Online User ID*

1. Administrator of the company may create own user id for internal staff, please go to menu [User Administration]-[User Registration] Figure 9.5

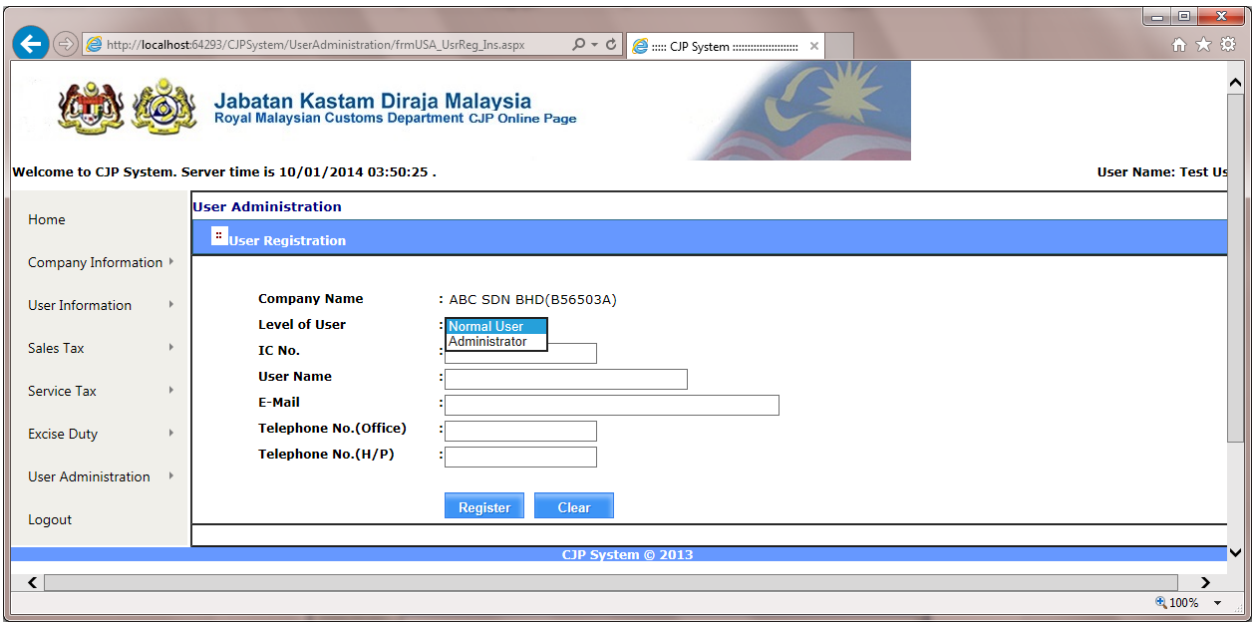



Figure 9.5 – User Registration

2. Please fill in the detail information for new user (Figure 9.5) before pressing the [Register] button. Following are the field description and criteria:-

| No | Field Name | Type | Size | Mandatory | Condition (Example) |
|---|---|---|---|---|---|
| 1 | Level of User | | | Yes | Normal User or Administrator of the company. |
| 2 | IC No | Numeric | 12 | Yes | IC number of the user. Example: 740214145596 |
| 3 | User Name | Alphanumeric | 100 | Yes | Name of the user |
| 4 | Email address | Alphanumeric | 50 | Yes | Must be valid email. |
| 5 | Telephone No. (Office) | Numeric | 12 | No | |
| 6 | Telephone No. (H/P) | Numeric | 12 | No | |

## 7.2 To Update Profile/Activate/Suspend/Reset Password of CJP Online User

1. Administrator of the company may update the user profile for internal staff, please go to menu [User Administration]-[List of Users] Figure 9.6

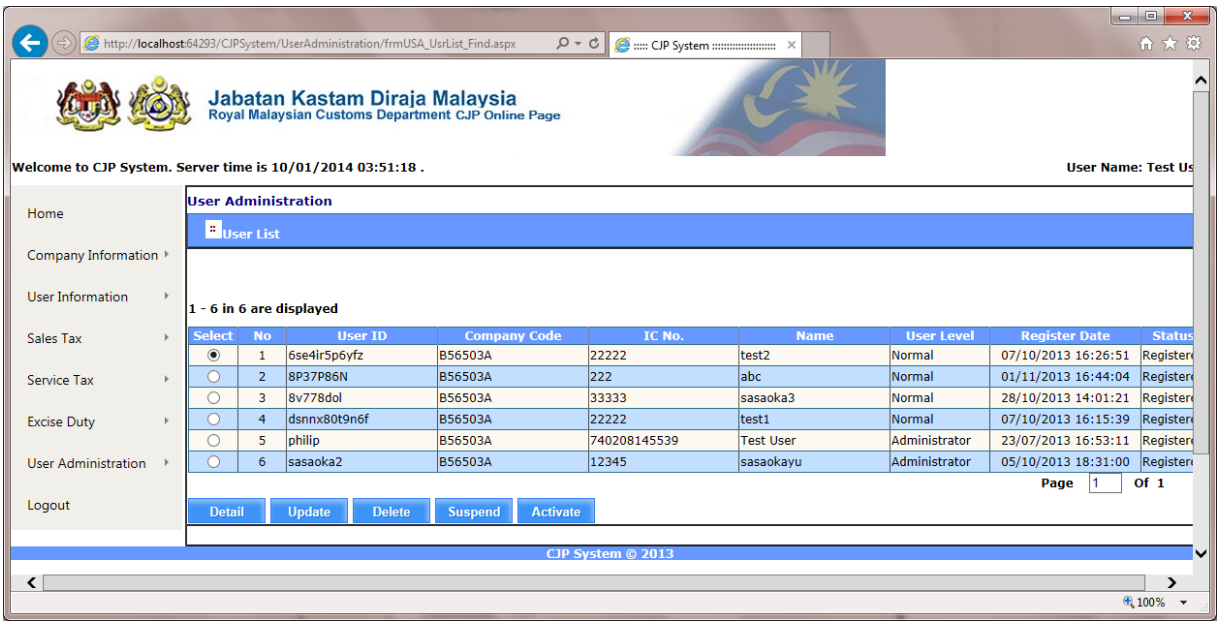

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page
Welcome to CJP System. Server time is 10/01/2014 03:51:18 .
User Name: Test Us
Home
Company Information
User Information
Sales Tax
Service Tax
Excise Duty
User Administration
Logout
User Administration
User List
1 - 6 in 6 are displayed
Select | No | User ID | Company Code | IC No. | Name | User Level | Register Date | Status
1 | 6se4ir5p6yfz | B56503A | 22222 | test2 | Normal | 07/10/2013 16:26:51 | Register
2 | 8P37P86N | B56503A | 222 | abc | Normal | 01/11/2013 16:44:04 | Register
3 | 8v778dol | B56503A | 33333 | sasaoka3 | Normal | 28/10/2013 14:01:21 | Register
4 | dsnnx80t9n6f | B56503A | 22222 | test1 | Normal | 07/10/2013 16:15:39 | Register
5 | philip | B56503A | 740208145539 | Test User | Administrator | 23/07/2013 16:53:11 | Register
6 | sasaoka2 | B56503A | 12345 | sasaokayu | Administrator | 05/10/2013 18:31:00 | Register
Page 1 Of 1
Detail
Update
Delete
Suspend
Activate
CJP System © 2013
100%

Figure 9.6 – List of Users

2. User may reset password (Figure 9.7), update user profile (Figure 9.8), delete user ID, Suspend account and activate the account using this function. (Figure 9.9),

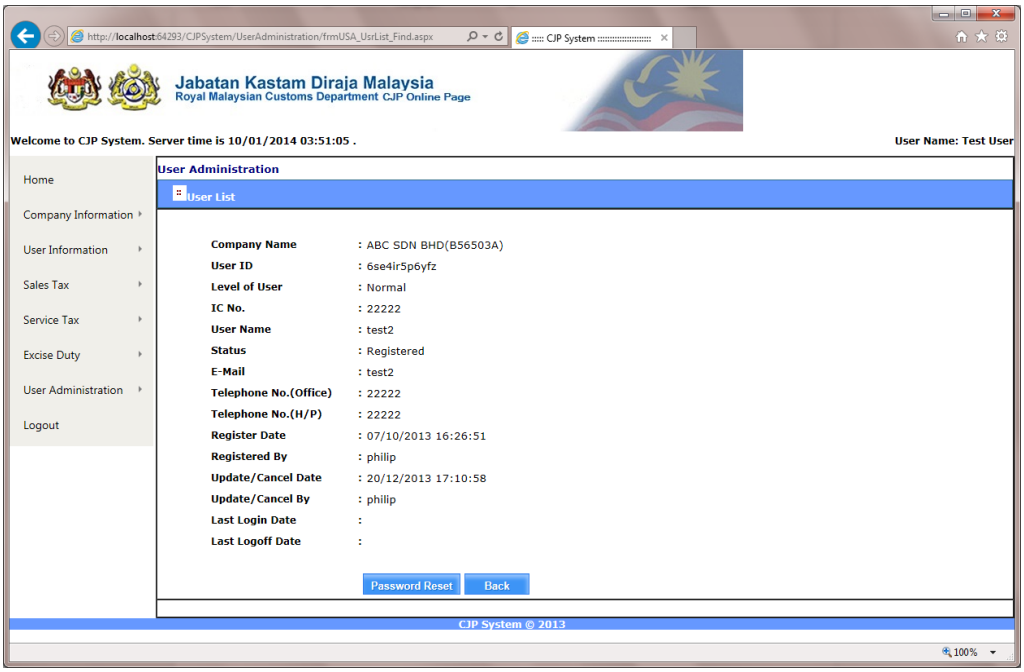



Figure 9.7 – Detail button to Reset Password

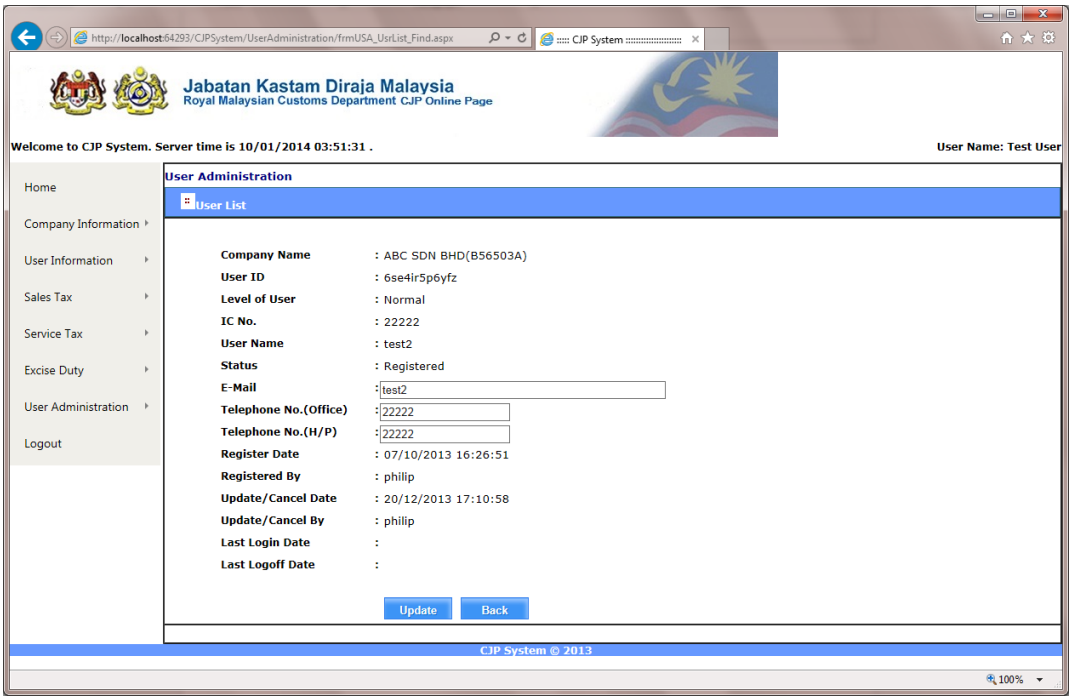



Figure 9.8 – Update button is to change User email and phone number

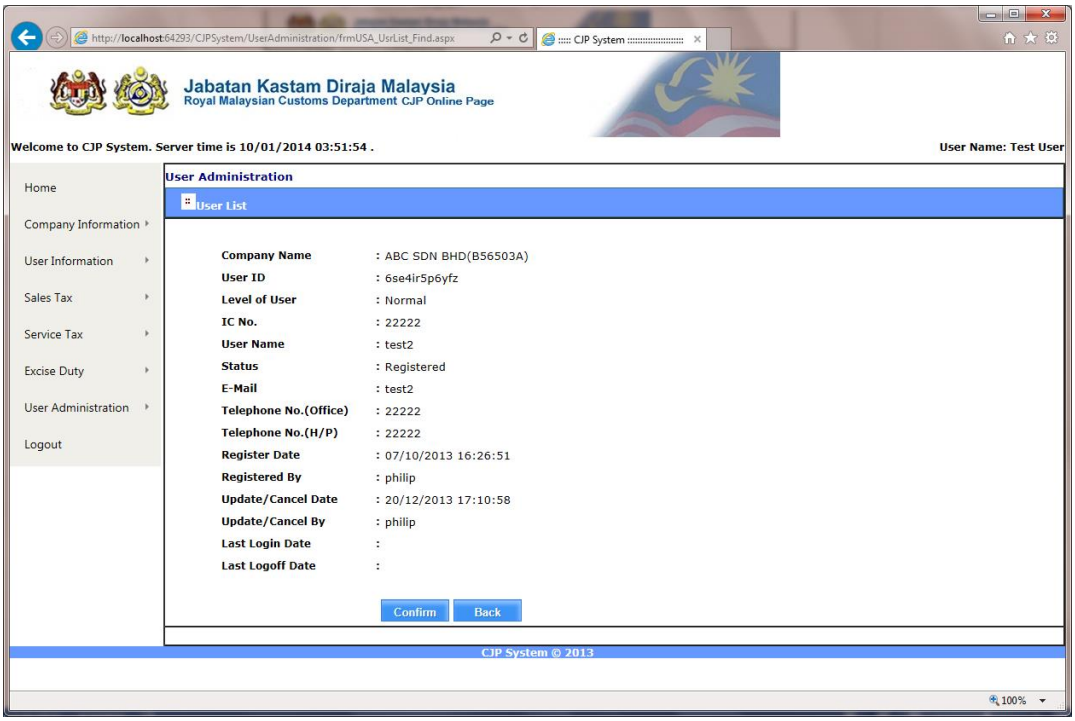



Figure 9.9 – Deletion, Suspend or Activate confirmation